



KingCounty

**Finance and Business Operations Division  
Procurement and Contracts Services Section  
Department of Executive Services**

CNK-ES-0340  
3<sup>rd</sup> Floor  
401 5<sup>th</sup> Avenue  
SEATTLE, WA 98104

206-263-9400 Ph  
206-296-7676 Fax  
TTY Relay: 771  
[www.kingcounty.gov](http://www.kingcounty.gov)

**CONTRACTOR:**  
AIRE FILTER PRODUCTS NORTHWEST LLC  
18425 72ND AVE S

KENT, WA 98032 United States  
Fax: (425) 2518767

**BILL TO:**  
KC DES FBOD ACCOUNTS PAYABLE  
401 5TH AVE, CNK-ES-0320  
SEATTLE, WA 98104

**SHIP TO:**  
KC DES FBOD PCSS GOODS AND SERVICES  
401 5TH AVE, CNK-ES-0340  
SEATTLE, WA 98104

CONTRACT		
CONTRACT NO. 5587873	REVISION 0	PAGE 1 of 1
CREATION DATE 26-JUN-2013	BUYER MARY SCHUMACHER	
DATE OF REVISION	BUYER	

CONTRACTOR NO	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA	CONFIRM TO
498892	NET30DAYS	Paid	DESTINATION, FREIGHT PAID	Best Way	Telephone: (425) 251-8766

**DESCRIPTION**

Furnish HVAC Air Filters and Related Items as requested by authorized King County Agencies, Departments and Divisions during the period June 3, 2013 through May 31, 2016, in accordance with King County ITB 1009-11-MZS and responding bid of EMI Filtration Products now Aire Filter Products Northwest per change of ownership letter dated June 3, 2013, all incorporated by reference as if fully set forth herein.

Estimated Annual Contract Value: \$60,000.00

This is not the authority for ordering specific goods and services. Individual Standard Purchase Orders, with unique purchase order numbers, referencing this contract, will be issued that provide the authority for ordering.

All invoices must reference the individual Standard Purchase Order number, and not the Contract Agreement number, to avoid delay in payment.

Authorized Signature



KingCounty

Finance and Business Operations Division  
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**CONTRACTOR:**  
EMI FILTRATION PRODUCTS  
18425 72ND AVE S  
KENT, WA 98032-1010 United States  
Fax: (425) 2518767

**BILL TO:**  
KC DES FBOD ACCOUNTS PAYABLES  
401 5TH AVE, CNK-ES-0320  
SEATTLE, WA 98104

**SHIP TO:**  
KC DES FBOD PROCUREMENT CONTRACTS  
401 5TH AVE, CNK-ES-0340  
SEATTLE, WA 98104

### CONTRACT

CONTRACT NO. 511265	REVISION 1	PAGE 1 of 1
CREATION DATE 01-JAN-2012	BUYER MARY SCHUMACHER	
DATE OF REVISION 25-JAN-2012	BUYER MARY SCHUMACHER	

CONTRACTOR NO. 6046	PAYMENT TERMS NET30DAYS	FREIGHT TERMS Paid	FOB DESTINATION	SHIP VIA Seller Chooses	CONFIRM TO Telephone: (425) 251-8766
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#### DESCRIPTION

Change Order #1 (01/25/12)

This change order is issued to accept price increases effective January 1, 2012, attached and forming a part of this contract.

All other terms and conditions shall remain the same.

This is not the authority for ordering specific goods and services. Individual Standard Purchase Orders, with unique purchase order numbers, referencing this contract, will be issued that provide the authority for ordering.

All invoices must reference the individual Standard Purchase Order number, and not the Contract Agreement number, to avoid delay in payment.

7.4 Pricing (Revised)

In the event of a discrepancy between the unit price and the extended price, the unit price will prevail unless otherwise noted below. Estimated quantities do not constitute a guarantee of work and are used for bid evaluation purposes only. The unit price shall include all delivery costs including any and all packaging, and all other costs associated with completing each order. No additional costs of any kind may be added to the bid prices unless pre-approved by King County. **To be considered responsive, Bidders shall bid on all schedules as directed.**

A. Schedule 1 – Air Filters

Schedule 1 provides a representative list of the items to be purchased under this Contract. Other related items may also be purchased under this Contract—see Subsection 7.5.B Schedule 2. **To be considered responsive, Bidders shall bid on all items in Schedule 1 and complete all fields.**

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
<b>ASHRAE Medium Efficiency Pre Filters, High Capacity Pleated Filter</b>					
1.	60	EA	12"x16"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D LPD HC Pleat</u> Part No: <u>80255.01199</u>	\$ 3.26	\$ 195.60
2.	120	EA	12"x18"x1" hc plt (FMD) Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D LPD HC Pleat</u> Part No: <u>80255.01299</u>	\$ 3.27	\$ 392.40
3.	60	EA	12"x24"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D LPD HC Pleat</u> Part No: <u>80255.011224</u>	\$ 2.30	\$ 138.00
4.	400	EA	14"x14"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D LPD HC Pleat</u> Part No: <u>80255.011414</u>	\$ 1.93	\$ 772.00
5.	60	EA	14"x16"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D LPD HC Pleat</u> Part No: <u>80255.01299</u>	\$ 3.27	\$ 196.20

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
6.	200	EA	14"x18"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-01299</u>	\$ 3.27	\$ 654.00
7.	400	EA	15"x20"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-01520</u>	\$ 2.30	\$ 920.00
8.	85	EA	16"x16"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-011616</u>	\$ 2.34	\$ 198.90
9.	60	EA	16"x25"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-011625</u>	\$ 2.49	\$ 149.40
10.	75	EA	20"x20"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-012020</u>	\$ 2.48	\$ 186.00
11.	50	EA	20"x24"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-012024</u>	\$ 2.65	\$ 132.50
12.	180	EA	24"x24"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-012424</u>	\$ 2.95	\$ 531.00
13.	10	EA	25"x25"x1" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255-012525</u>	\$ 3.34	\$ 33.40

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
14.	600	EA	12"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.021224</u>	\$ 2.27	\$ 1,362.00
15.	75	EA	14"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.021425</u>	\$ 2.89	\$ 216.75
16.	80	EA	15"x20"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.021520</u>	\$ 2.65	\$ 212.00
17.	60	EA	16"x16"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.02299</u>	\$ 5.02	\$ 301.20
18.	500	EA	16"x20"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.021620</u>	\$ 2.58	\$ 1,290.00
19.	520	EA	16"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.021625</u>	\$ 2.97	\$ 1,544.40
20.	200	EA	18"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.021824</u>	\$ 2.94	\$ 588.00
21.	25	EA	18"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.021825</u>	\$ 3.29	\$ 82.25

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
22.	650	EA	20"x20"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.022020</u>	\$ 2.96	\$ 1,924.00
23.	200	EA	20"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.022024</u>	\$ 3.13	\$ 626.00
24.	500	EA	20"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.022025</u>	\$ 3.43	\$ 1,715.00
25.	3500	EA	24"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.022424</u>	\$ 3.24	\$ 11,340.00
26.	15	EA	25"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.022525</u>	\$ 4.10	\$ 61.50
27.	225	EA	12"x24"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.041224</u>	\$ 4.46	\$ 1,003.50
28.	25	EA	16"x25"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.041625</u>	\$ 5.72	\$ 143.00
29.	20	EA	20"x20"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 LPD HC Pleat</u> Part No: <u>80255.042020</u>	\$ 5.75	\$ 115.00

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
30.	35	EA	20"x24"x4" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.042024</u>	\$ 5.98	\$ 209.30
31.	950	EA	24"x24"x4" Brand: <u>Flanders</u> Model: <u>Pre-Plant 40 LPD HC Plant</u> Part No: <u>80255.042424</u>	\$ 6.03	\$ 5,728.50
<b>ASHRAE High Efficiency Final Filter</b>					
32.	75	EA	12"x24"x6" 65% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% w/ hdr</u> Part No: <u>PRP65S2406H</u>	\$ 26.21	\$ 1,965.75
33.	10	EA	12"x24"x12" 65% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% w/ hdr</u> Part No: <u>PRP65S2412H</u>	\$ 30.96	\$ 309.60
34.	20	EA	12"x24"x12" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP65S2412</u>	\$ 29.31	\$ 586.20
35.	10	EA	24"x24"x12" 65% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% w/ hdr</u> Part No: <u>PRP65S4412H</u>	\$ 40.11	\$ 401.10
36.	30	EA	24"x24"x12" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP65S4412</u>	\$ 38.72	\$ 1,161.60
37.	5	EA	24"x24"x12" 85% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 85% w/ hdr</u> Part No: <u>PRP85S4412H</u>	\$ 39.96	\$ 199.80

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
38.	5	EA	24"x24"x12" 85% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 85% box</u> Part No: <u>PRP85S4412</u>	\$ 38.50	\$ 192.50
39.	5	EA	24"x24"x6" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP65S4406</u>	\$ 28.60	\$ 143.00
40.	5	EA	12"x24"x6" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP65S2406</u>	23.59	117.95
41.	11	EA	24"x24"x12" 95% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 95% w/ hdr</u> Part No: <u>PRP95S4412H</u>	\$ 42.06	\$ 462.66
<b>Polyester Disposable Panel Filters</b>					
42.	5	EA	10"x36"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.01399</u>	\$ 2.19	\$ 10.95
43.	5	EA	13"x14"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.01199</u>	\$ 1.89	\$ 9.45
44.	20	EA	16"x16"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.01166</u>	\$ .91	\$ 18.20
45.	5	EA	16"x24"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.01162H</u>	\$ 1.00	\$ 5.00

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
<b>Automatic Roll Filters</b>					
46.	3	EA	31-7/8" Auto Roll Brand: <u>Air Flow Technology</u> Model: <u>Continental Auto Roll</u> Part No: <u>OSCT31</u>	\$ 114.84	\$ 344.52
47.	1	EA	43 7/8" Auto Roll Brand: <u>Air Flow Technology</u> Model: <u>Continental Auto Roll</u> Part No: <u>OSCT43</u>	\$ 118.17	\$ 118.17
<b>Paint Booth Filters</b>					
48.	6	EA	30' x 45" Paper Paint Arrestor Roll Research Products #3266 or Approved equal Brand: <u>Research Products</u> Model: <u>3266</u> Part No: <u>RP # 3266</u>	\$ 31.04	\$ 186.24
<b>Ring Panel Filters</b>					
49.	185	EA	20"x20"x1", Three-Ply Brand: <u>Air Flow Technology</u> Model: <u>Series 66 3-Ply Max 8</u> Part No: <u>21662020</u>	\$ 3.26	\$ 603.10
50.	170	EA	20"x24"x1", Three-Ply Brand: <u>Air Flow Technology</u> Model: <u>Series 66 3-Ply Max 8</u> Part No: <u>21662024</u>	\$ 3.75	\$ 637.50
51.	240	EA	24"x24"x1", Three-Ply Brand: <u>Air Flow Technology</u> Model: <u>Series 66 3-Ply Max 8</u> Part No: <u>21662424</u>	\$ 3.88	\$ 931.20
52.	60	EA	20"x30"x1-3/4", Four-Ply Brand: <u>Air Filter Depot</u> Model: <u>MZI Plus S 4-Ply</u> Part No: <u>mzipanel4-2030</u>	\$ 9.68	\$ 580.80

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
<b>Cube Filters</b>					
53.	75	EA	24"x24"x15", cube, 1 pocket Brand: <u>Columbus Industries</u> Model: <u>Sure Stop AM L-1000UT</u> Part No: <u>B562424151</u>	\$ 11.17	\$ 837.75
<b>Bag Filters</b>					
54.	5	EA	12"x24"x22" 90-95% efficiency, 5 pocket Brand: <u>Flanders</u> Model: <u>Precision Pak 95% 5pkt.</u> Part No: <u>PAP5552422</u>	\$ 14.41	\$ 72.05
55.	160	EA	20"x24"x12" 90-95% efficiency, 8 pocket Brand: <u>Flanders</u> Model: <u>Precision Pak 95% 8pkt</u> Part No: <u>PAP8-65502ST</u>	\$ 20.13	\$ 3,220.80
56.	40	EA	24"x24"x22" 90-95% efficiency, 10 pocket Brand: <u>Flanders</u> Model: <u>Precision Pak 95% 10pkt</u> Part No: <u>PAP109554422</u>	\$ 22.75	\$ 910.00
<b>Cut to Fit Filters</b>					
57.	110	EA	20"x20"x2" Brand: <u>Flanders</u> Model: <u>Permaire / Hog Hair</u> Part No: <u>HH202002</u>	\$ .02	\$ 2.20
<b>HEPA Filter</b>					
58.	25	EA	24"x24"x11 1/2" 99.9%, without header, galvanized Brand: <u>Engineered Filtration Syst</u> Model: <u>LC HEPA Filter 99.97%</u> Part No: <u>HEPA, 24, 24, 12 LC</u>	\$ 159.65	\$ 3,991.25
<b>Schedule 1 Total</b>					<b>\$ 50,981.14</b>

B. Schedule 2 – Other Related Items

In the event of a discrepancy between the Discount Percent from Manufacturer's Suggested List Price (MSLP), the Discount Amount and the Extended Total, the Discount Percent from MSLP will prevail. The discount percentage offered for Other Related Items not specifically listed shall be consistent for all related product lines, product groups and supplies purchased under this contract. For bid evaluation purposes Bidders shall assume the following Estimated Annual Usage per year for Other Related Items.

Bidders shall state below the Discount Percent from MSLP (if any) from the Manufacturer's Suggested List Price (MSLP), if applicable, offered on Replacement Parts. The Discount Amount is calculated by multiplying the Estimated Annual Usage quantity times the Discount Percentage (if any). If no discount off is offered, enter 0% in the appropriate space. To calculate the Extended Total, subtract the Discount from the Estimated Annual Usage. Bids may be deemed non-responsive if Bidder fails to complete all of the fields listed below.

Item #	Estimated Annual Usage	Description	Disc % from MSLP	Discount Amount	Extended Total
1.	\$20,000.00	Other Related Items	80 %	\$ 16,000	\$ 4,000

Total Bid Price (Schedules 1 + 2) \$ 54,981.44



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**VENDOR:**

EMI FILTRATION PRODUCTS  
 18425 72ND AVE S  
 KENT, WA 98032-1010

**SHIP TO**

KC DEPARTMENT OF EXEC SERVICES  
 PROCUREMENT-GOODS & SERVICES  
 401 5TH AVE, CNK-ES0340  
 SEATTLE, WA 98104  
 United States

**BILL TO**

KC DEPT OF EXECUTIVE SERVICES  
 ACCOUNTS PAYABLE, 3RD FLOOR  
 401 5TH AVE, CNK-ES0320  
 SEATTLE, WA 98104  
 United States

**Purchase Order**

PURCHASE ORDER NO.	REVISION	PAGE
511265	0	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
19-MAY-11	M Schumacher	
DATE OF REVISION	BUYER	

CUSTOMER ACCT #	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA
	33618	Net30days	Paid	Destination	SELLER CHOOSES

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
BRETT ARLT	(206) 892-8637

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	<p>FURNISH HVAC AIR FILTERS AND RELATED ITEMS AS REQUESTED BY AUTHORIZED KING COUNTY AGENCIES, DEPARTMENTS AND DIVISIONS DURING THE PERIOD JUNE 1, 2011 THROUGH MAY 31, 2016 IN ACCORDANCE WITH KING COUNTY ITB 1009-11-MZS AND RESPONDING BID OF EMI FILTRATION PRODUCTS, INC., BOTH INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN.</p> <p>THIS IS NOT THE AUTHORITY FOR ORDERING SPECIFIC GOODS AND SERVICES. INDIVIDUAL STANDARD PURCHASE ORDERS, WITH UNIQUE PURCHASE ORDER NUMBERS, REFERENCING THIS CONTRACT, WILL BE ISSUED THAT PROVIDE THE AUTHORITY FOR ORDERING.</p> <p>ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER, AND NOT THE CONTRACT AGREEMENT NUMBER, TO AVOID DELAY IN PAYMENT.</p> <p>ESTIMATED ANNUAL CONTRACT VALUE: \$ 60,000.00</p>						

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.	Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.	<b>ACCEPTANCE:</b> This purchase order expressly limits acceptance to the terms and conditions stated herein.	<b>TOTAL</b>
			<i>DR Lynch</i> Authorized signature



**Finance and Business Operations Division**  
 Procurement and Contract Services Section  
 Department of Executive Services

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 Seattle, WA 98104

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 206-296-7676 Fax  
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**VENDOR:**

EMI FILTRATION PRODUCTS  
 18425 72ND AVE S  
 KENT, WA 98032-1010

**SHIP TO**

KC DEPARTMENT OF EXEC SERVICES  
 PROCUREMENT-GOODS & SERVICES  
 401 5TH AVE, CNK-ES0340  
 SEATTLE, WA 98104  
 United States

**BILL TO**

KC DEPT OF EXECUTIVE SERVICES  
 ACCOUNTS PAYABLE, 3RD FLOOR  
 401 5TH AVE, CNK-ES0320  
 SEATTLE, WA 98104  
 United States

**Purchase Order**

PURCHASE ORDER NO.	REVISION	PAGE
511265	0	2
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
19-MAY-11	M Schumacher	
DATE OF REVISION	BUYER	

CUSTOMER ACCT #	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	SHIP VIA
	33618	Net30days	Paid	Destination	SELLER CHOOSES

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
BRETT ARLT	(206) 892-8637

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	1
	Purchase Agreement Effective From: 01-JUN-11 To: 31-MAY-16	Amount Agreed:					

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

**ACCEPTANCE:**

This purchase order expressly limits acceptance to the terms and conditions stated herein.

**TOTAL**

*DR Leach*  
 Authorized signature

## **PURCHASE ORDER GENERAL TERMS AND CONDITIONS**

**Compliance:** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

**Acceptance/Changes:** All goods or materials purchased hereunder are subject to approval by King County. No substitutions or changes of any nature under this purchase order will be accepted unless approved in writing by King County.

**Inspections:** By acceptance of this order, vendor grants the right to Buyer to make periodic visits to the vendor's plant or their subcontractor's for inspection of materials or to determine actual progress of manufacture.

**Change Orders:** Change orders modifying the terms and conditions herein will be without effect unless issued and authorized in writing by King County.

**Cancellation:** The County may cancel any purchase order or any part thereof by written notice at any time, without penalty, if the vendor fails to comply with the terms, specifications, delivery/completion date or to perform the work with diligence.

**Invoices:** Invoices must reference the purchase order number.

All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

**Shipping Instructions:** All shipments must contain a packing slip. Unless otherwise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, the Vendor shall make delivery to that location at no additional charge, including, but not limited to delivery, packing and or crating.

**Warranty:** The Vendor warrants that all products delivered under this purchase order shall be free from defects in material and workmanship, and shall be fit for the intended purpose. This warrantee is in addition to any standard warranty or guarantee given by vendor to the County. All products determined by King County to be defective shall be replaced within 15 days of notice by King County.

All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

**Certification Regarding Debarment, Suspension and Other Responsibility Matters:** By providing goods or services under this purchase order, the Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Order of Precedence:** When this purchase order is issued subsequent to the results of a request for bid or proposal, the terms and conditions contained in the solicitation or resulting contract shall control.

# Invitation to Bid



Department of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
206-263-9400 TTY Relay: 711

ADVERTISED DATE: February 3, 2011

Invitation to Bid (ITB) Title: HVAC Air Filters and Related Items - Rebid

ITB Number: 1009-11-MZS

Due Date: February 22, 2011 - 2:00 p.m.

Buyer: Mary Schumacher, mary.schumacher@kingcounty.gov, 206-263-9305

Alternate Buyer: Paul Price, paul.price@kingcounty.gov, 206-263-9309

### Term Supply Requirement

Furnish HVAC Air Filters and Related Items in accordance with the attached instructions, requirements and specifications.

TOTAL BID PRICE: \$ 53,202.41

NO PRE-BID CONFERENCE

Sealed Bids are hereby solicited and will **only** be received by:  
King County Procurement Services Section  
Chinook Building, 3rd Floor  
401 Fifth Avenue  
Seattle, WA 98104  
Office Hours: 8:00 a.m. – 5:00 p.m.  
Monday - Friday

### BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW.

We acknowledge that Addenda numbered 1 to 3 have been examined as part of the Contract documents. The submittal is signed by an authorized representative of the Bidder accepting all terms and conditions contained in the bid and any addenda. We acknowledge that attaching our terms and conditions or modifying the ITB terms and conditions may result in our bid being rejected.

Company Name

EMI Filtration Products, Inc.

Address

18425 72nd Avenue South

City/State /Postal Code

Kent, WA 98032

Signature

Brett Arlt

Print name and title

Brett Arlt - Technical Sales

Email

brett@emi-fp.com

Phone

425-251-8766

Fax

425-251-8767

SCS/DBE Certification Number

Upon request, this Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities.

## **SECTION 1 Instruction To Bidders**

### **1.1 Introduction**

The purpose of this Invitation to Bid is to establish a Contract to provide goods or services on an as-needed basis. Any quantities listed herein are for bidding purposes only and represent King County's estimated annual requirements. The County will be neither obligated nor restricted to the quantities or locations indicated.

### **1.2 Bid Submittal Procedure**

The **original and two (2) copies** of this solicitation document shall be completed, signed and submitted. Failure to return the solicitation document may result in disqualification of the Bidder. The original shall be noted or stamped "original". Bids and modifications thereof shall be enclosed in a sealed envelope, with the "Bid Opening Label" completed and affixed.

Bidders are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed bids shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this ITB or as amended. The Bidder shall show the title and number, the due date specified, and the name and address of the Bidder on the face of the envelope. Bidders are cautioned that failure to comply may result in non-acceptance of the bid. The Bidder accepts all risks of late delivery of mailed bids or of mis-delivery regardless of fault. Bids properly and timely submitted will be publicly opened.

Bids will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one bid for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a bid, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this ITB and state reason they did not submit a bid.

### **1.3 Electronic Commerce and Correspondence**

King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Proposal, and Requests for Qualifications as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.kingcounty.gov/procurement>. Current bidding opportunities and information are available by accessing the "Solicitations" tab in the left hand column.

King County Procurement Services features an **Online Vendor Registration (OVR)** program that permits vendors, consultants and contractors to register their business with the County. This OVR system allows interested parties to either directly register their firm by creating a unique User ID, or to visit the website as a guest. Information regarding bid documents will be available to all users; however, site visitors accessing the site as a guest will not be able to document their interest in a project or add their name to the document holder's list. They will receive no automatic notification of issued addenda. As such, the County encourages full registration in order to directly communicate with document holders regarding any issued addenda or other important information concerning the solicitation.

After submittals have been opened in public, the County will post a listing of the businesses submitting proposals, and later, any final award determination.

Full information on vendor registration is available at the website.

**1.4 Alterations to Document**

Any addition, limitation or provision made or attached to the bid may render it non-responsive and/or irregular and be cause for its rejection.

Bidders may be required to submit additional documents as part of the bid package. Any alteration of such documents by erasure or interlineations shall be explained or noted and initialed by the Bidder.

**1.5 Late Bids**

Bids, modifications of bids, and withdrawal of bids received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

**1.6 Cancellation of ITB or Postponement of Bid Opening**

The County reserves the right to cancel the ITB at any time.

The County may change the date and time for submitting bids prior to the date and time established for submittal.

**1.7 Addenda**

Bidder shall acknowledge receipt of all "Addenda" issued during the bid process. Failure to acknowledge receipt of all addenda may result in a bid being determined non-responsive.

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the ITB, the County will issue a written Addendum to the ITB.

**1.8 Questions and Interpretation of the ITB**

No oral interpretations of the ITB will be made to any Bidder. All questions and any explanations must be requested in writing and directed to the Buyer no later than seven (7) days prior to the due date specified in the solicitation. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Bidders by an addendum.

**Days**, as referenced in this document, are calendar days unless otherwise specified.

Communications concerning this bid, with other than the listed Buyer may cause the Bidder to be disqualified.

**1.9 Examination of Bid Documents**

The submission of a bid shall constitute an acknowledgement upon which the County may rely that the Bidder has thoroughly examined and is familiar with the ITB, including any work site identified in the ITB, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Bidder to comply with above requirement shall in no way relieve the Bidder from any obligations with respect to its bid or to any Contract awarded pursuant to this ITB. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this ITB.

**1.10 Modifications of Bid or Withdrawal of Bid Prior to Bid Due Date**

At any time before the time and date set for submittal of bids, a Bidder may submit a modification of a bid previously submitted to the County. All bid modifications shall be made in writing, executed and submitted in the same form and manner as the original bid.

Bids may be withdrawn by written notice received prior to the exact hour and date specified for receipt of bids. A bid also may be withdrawn in person by a Bidder or authorized representative provided their identity is made known and they sign a receipt for the bid, but only if the withdrawal is made prior to the

exact hour and date set for receipt of bids. All requests for modification or withdrawal of bids, whether in person or written, shall not reveal the amount of the original bid.

**1.11 Bid Withdrawal After Public Opening**

Except for claims of error granted by the County, no Bidder may withdraw a bid after the date and time established for submitting bids, or before the award and execution of a Contract pursuant to this ITB, unless the award is delayed for a period exceeding the period for bid effectiveness.

Requests to withdraw a bid due to error must be submitted in writing along with supporting evidence for such claim for review by the county. Evidence must be delivered to the county within two (2) business days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a bid and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other bid error or mistake, and the sole liability for any bid error or mistake rests with the Bidder.

**1.12 Cost of Bid and Samples**

The County is not liable for any costs incurred by Bidder in the preparation and evaluation of bids submitted. Samples of items required must be submitted to the location and by the time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the Bidder's request and expense.

**1.13 Collusion**

By signing this bid, the Bidder certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the County determines that collusion has occurred among Bidders, none of the bids from the participants of such collusion will be considered. The County's determination will be final.

**1.14 Bid Effective Date**

All bids submitted shall be a firm bid for a minimum period of 90 days after the bid opening date, unless otherwise stated in writing in the bid. The County may request a Bidder grant an extension of the bid effective period.

**1.15 Bid Price and Tax**

The bid price shall include everything necessary for the prosecution and completion of the Contract, except as may be provided otherwise in this ITB.

Bid Prices shall include all freight charges, FOB to the designated delivery point(s).

Taxes: Sales/use taxes and Federal excise taxes shall not be included in the bid price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The Bidder is cautioned that taxes may be a factor in evaluating the total cost of bid.

The County is exempt from Federal excise and Transportation taxes. All other government taxes, duties, fees, licenses, permits, royalties, assessments and charges shall be included in the bid price. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.

**1.16 Protest Procedures**

King County has a process in place for receiving protests based upon invitation to bid or Contract awards. The protest procedures are available at <http://www.kingcounty.gov/procurement/faq>, Suppliers web page.

## **SECTION 2 Bid Evaluation and Contract Award**

### **2.1 Evaluation of Bids**

Bids will be evaluated by the County to determine which bid, if any, may be deemed to be the low responsive bid from a responsible Bidder, and should be accepted in the best interest of the County.

The King County Contracting Opportunities Program is incorporated in this ITB. The determination of lowest responsive, responsible Bidder will include the application of the five (5) percent incentive factor for Small Contractors and Suppliers (SCS).

King County may use prompt payment discount terms in evaluation of this ITB; however, discounts terms of less the twenty (20) days will not be considered. Minimum acceptable payment terms by the County without benefit of twenty (20) day discount will be net 30 days.

In the event of a discrepancy between the unit price and the extended amount for a bid item, the unit price will govern.

### **2.2 Responsive and Responsible**

#### **Responsive**

The County will consider all the material submitted by the Bidder, and other evidence it may obtain otherwise, to determine whether the Bidder is in compliance with the terms and conditions set forth in this ITB.

#### **Responsible**

In determining the responsibility of the Bidder, the County may consider:

- the ability, capacity and skill to perform the Contract or provide the service required (inspection of the Bidder's facility may be required prior to award);
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Contract properly and within the times specified;
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Contract.

Failure of a Bidder to be deemed responsible or responsive may result in the rejection of a bid.

### **2.3 Financial Resources and Auditing**

If requested by the County, prior to the award of a Contract, the Bidder shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this Contract.

King County reserves the right to audit the Contractor throughout the term of this Contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this Contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this Contract.

## **2.4 King County Contracting Opportunities Program**

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Contractors and Suppliers (SCS) through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods or services. The Program is open to all SCS firms certified by King County's Business Development and Contract Compliance Office. To learn more about this program, or becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County Contracting Opportunities Program Web-site at <http://www.kingcounty.gov/BDCC> or contacting the Program office at 206-205- 3443.

## **2.5 Substitutions**

When specific brands, materials, design, style or size are named, such specifications may be construed to be shown solely for the purpose of indicating the standard of quality, performance or intended use.

Where indicated, brands of equal quality, performance and use may be considered by the county, provided the Bidder submits with their bid the brand, model, product number and other data necessary for comparison. The county retains the sole right to accept or reject substitutions.

## **2.6 Forms Required Before Contract Award**

The Bidder shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award. Failure by the Bidder to submit required documents may result in rejection of the bid.

- Equal Benefit Worksheet and Declaration Form
- Internal Revenue Service Form W-9 \*

\*If not on file with the County

## **2.7 Rejection of Bids**

The County reserves the right to reject any bid for any reason or to waive informalities and irregularities in bids.

In consideration for the County's review and evaluation of its bid, the Bidder waives and releases any claims against the County arising from any rejection of any or all bids, including any claim for costs incurred by Bidders in the preparation and presentation of bids submitted in response to this ITB. In addition, Bidders waive the costs of providing additional information requested.

## **2.8 Single Bid Receipt**

If the County receives a single responsive, responsible bid, the County may request an extension of the bid acceptance period and/or conduct a price or cost analysis on such bid. The Bidder shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single bid; the County reserves the right to reject such bid or any portion thereof.

## **2.9 Public Disclosure of Bids**

This Contract shall be considered a public document and will be available for inspection and copying by the public in accordance with the Public Records Act, Chapter 42.56 RCW (the "Act").

If the Contractor considers any portion of any record provided to King County under this Contract, whether in electronic or hard copy form, to be protected under law, the Contractor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If a request is made for disclosure of such portion, the County will determine whether the material

should be made available under the Act. If the County determines that the material is subject to disclosure, the County will notify the Contractor of the request and allow the Contractor ten (10) business days to take whatever action it deems necessary to protect its interests. If the Contractor fails or neglects to take such action within said period, the County will release the portions of record(s) deemed by the County to be subject to disclosure. King County shall not be liable to the Contractor for inadvertently releasing records pursuant to a disclosure request not clearly identified by the Contractor as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET."

## **2.10 Contract Award**

Contract award, if any, will be made by the County to the low, responsive, responsible Bidder. The County will have no obligations until an award is made and an order placed with the Contractor. The County reserves the right to award one (1) or more contracts as determined to be in the County's best interest. The County may accept any individual item, or group of items, or schedules of any bid, unless otherwise stated herein.

A written award mailed or otherwise furnished to a Contractor within the time for acceptance shall be a binding contract.

## **SECTION 3 Standard Contractual Terms and Conditions**

### **3.1 Administration**

This Contract is between the County and the Contractor who shall be responsible for providing the goods or services described herein. The County is not party to defining the division of work between the Contractor and its Subcontractors. The Contractor represents that it has or shall obtain all duly licensed or qualified personnel, materials and equipment required to perform work hereunder.

The Contractor's performance under this Contract may be monitored and reviewed by a Project Manager appointed by the County. Reports and data required to be provided by the Contractor shall be delivered to the Project Manager or Buyer. Questions by the Contractor regarding interpretation of the terms, provisions and requirements of this Contract shall be addressed to the Buyer or Project Manager for response.

### **3.2 Contract Amendments**

No oral order or conduct by the County shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the County. The County reserves the right to amend the Contract to add or delete goods or services within the intended scope of this Contract. This may include, but is not limited to:

- Approval of replacements for discontinued items,
- Add items of like function, or similar in nature or purpose to the originally listed products
- The provision of ancillary services in response to minor changes in County needs
- Extend the Contract to include optional terms

Cost or Price Analysis may be required by the County for the evaluation of Contract modifications, terminations, revision to Contract requirements or other circumstances as determined by the County.

### **3.3 Invoices and Payment**

The Contractor shall submit properly certified invoices to King County. The invoice(s) shall contain the following information: The purchase order/Contract number, item numbers, description of supplies or services, quantities, unit prices, extended totals, and discounts, if applicable. For services, identify specific deliverables, and/or hourly rates, hours worked, total hours or related fees.

The Contractor shall bill to the address on the purchase order. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if the invoice is returned for credit or correction.

When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery accepted by the County.

Failure to comply with these requirements or to provide an invoice in conformance with the Contract may delay payment.

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

King County will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If a price increase has not been accepted in writing by King County, the invoice may be rejected and returned to the Contractor for a correction.

### **3.4 Rejection of Goods Or Services**

After award, the Buyer or authorized County representative shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of the specification and the bid. All rejected goods or services shall be promptly replaced or re-performed and be subject to approval by the County. All replacement goods and services shall be provided at the Contractor's own expense.

### **3.5 Re-procurement Costs**

When a Contractor fails to furnish goods or services in accordance with the terms of this Contract, and the County must purchase at a price greater than the Contract price, the difference may be charged to the Contractor. The County may exercise this charge as a credit against invoices due the Contractor.

### **3.6 Termination For Convenience/Default/Non-appropriation**

#### **A. Termination for Convenience**

The County for its convenience may terminate this Contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Contractor. After receipt of a Notice of Termination ("Notice"), and except as directed by the County, the Contractor shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Contractor will be paid its costs, including necessary and reasonable Contract close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the notice. The Contractor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Contractor has any property in its possession belonging to the County, the Contractor shall account for the same and dispose of it in the manner the County directs. All termination payment requests may be subject to Cost or Price Analysis to determine reasonableness and compliance with the Contract and applicable laws and regulations.

#### **B. Termination for Default**

If the Contractor does not deliver work in accordance with the Contract, or the Contractor fails to perform in the manner called for in the Contract, or the Contractor fails to comply with any material provisions of the Contract, the County may terminate this Contract, in whole or in part, for default as follows:

A Notice to Cure will be served on the Contractor by certified mail (return receipt requested) or a delivery service capable of providing a receipt. The Contractor shall have ten (10) Days from the date the Notice to Cure was served to cure the default or provide the County with a detailed written plan, which indicates the time and methods needed to bring the work into compliance and cure the default.

If the Contractor has not cured the default or the plan to cure the default is not acceptable to the County, the County may terminate the Contract. Termination shall occur by serving a Notice of Termination by certified mail (return receipt requested) or delivery service capable of providing a receipt on the Contractor setting forth the manner in which the Contractor is in default and the effective date of termination.

The Contractor will only be paid for work delivered and Accepted, or work performed in accordance with the manner of performance set forth in the Contract less any damages to the County caused by or arising from such default. All termination payment requests are subject to Cost or Price Analysis to verify compliance with the Contract and applicable laws and regulations.

The termination of this Contract shall in no way relieve the Contractor from any of its obligations under this Contract nor limit the rights and remedies of the County hereunder in any manner.

**C. Termination for Non-Appropriation**

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth in this Contract or in any amendment hereto, the County may, upon written notice to the Contractor, terminate this Contract in whole or in part.

In accordance with King County Code 4.04.040B.6, payment shall not exceed the appropriation for the year in which termination is effected. If this Contract is terminated for non-appropriation, the County shall be liable only for payment in accordance with the terms of this Contract for performance rendered prior to the effective date of termination; and, the Contractor shall be released from any obligation under this Contract or a related Purchase Order to provide further work pursuant to the Contract as are affected by the termination.

Funding under this Contract beyond the current appropriation year is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, the Contract shall terminate at the close of the current appropriation year. The appropriation year ends on December 31 of each year.

**3.7 Force Majeure**

The term force majeure shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, fire, accidents shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract. If any party is rendered unable, wholly or in part, by a force majeure event or any event cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination for Default.

Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less priority in respect to such allocation than any of the Contractor's other customers.

**3.8 Taxes, Licenses, and Certificate Requirements**

This Contract and any of the work provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to provide the specified goods or services consistent with applicable federal, state or local laws and regulations. If, for any reason, the Contractor's required compliances are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing.

The Contractor and subcontractor(s) shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as applicable to the work under this Contract.

**3.9 Assignment**

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the

successors of the assigning party. This provision shall not prevent the Contractor from pledging any proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee, and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

### **3.10 Indemnification and Hold Harmless**

- A. In providing services under this Contract, the Contractor is an independent contractor, and neither the Contractor nor its officers, agents or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County and its officers, agents and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of this Contract.

- B. The Contractor further agrees that it is responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act and/or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.
- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington or US Government (when any funds for this Contract are provided by them)], their officers, employees, and agents from any and all costs, fees (including attorney fees), claims, actions, lawsuits, judgments, awards of damages or liability of any kind, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, subcontractors or any tier and/or agents. The Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, subcontractors of any tier or agents.
- In addition to injuries to persons and damage to property, the term "claims," for purposes of this paragraph C, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- D. For purposes of paragraphs A and C above, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.

- E. In the event the County incurs attorney fees and/or costs in the defense of claims within the scope of paragraphs A and C above, such attorney fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.
- F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.
- G. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

### **3.11 Applicable Law and Forum**

Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington, including, but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract shall only be filed in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle.

### **3.12 Conflicts of Interest and Non-Competitive Practices**

By entering into this Contract to perform work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the work required to be performed under this Contract. The Contractor shall not employ any Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

By entering into this Contract to perform work, the Contractor represents that no Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Contractor or any of its agents; employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

### **3.13 Disputes, Claims and Appeals**

The Contractor shall address questions or claims regarding the Contract in writing to the Buyer and Project Manager, within ten (10) Days of the date on which the Contractor knows or should know of the question or claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. No claim shall be allowed for any costs incurred more than ten (10) Days before the Contractor gives written notice, as required in this section. The Buyer and Project Manager shall ordinarily respond to the Contractor in writing with a decision, but absent such written response, the question or claim shall be deemed denied upon the tenth (10<sup>th</sup>) Day following receipt by the Buyer and Project Manager.

In the event the Contractor disagrees with the determination of the Buyer and Project Manager, the Contractor shall within five (5) Days of the date of such determination, appeal the determination in writing to the Procurement and Contract Services Section Manager. Such written notice of appeal shall include all information necessary to substantiate the appeal. The Procurement and Contract Services Section Manager shall review the appeal and make a determination in writing, which shall be final.

successors of the assigning party. This provision shall not prevent the Contractor from pledging any proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee, and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

### **3.10 Indemnification and Hold Harmless**

- A. In providing services under this Contract, the Contractor is an independent contractor, and neither the Contractor nor its officers, agents or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County and its officers, agents and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of this Contract.

- B. The Contractor further agrees that it is responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act and/or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.
- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington or US Government (when any funds for this Contract are provided by them)], their officers, employees, and agents from any and all costs, fees (including attorney fees), claims, actions, lawsuits, judgments, awards of damages or liability of any kind, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, subcontractors or any tier and/or agents. The Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, subcontractors of any tier or agents.
- In addition to injuries to persons and damage to property, the term "claims," for purposes of this paragraph C, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- D. For purposes of paragraphs A and C above, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.

Appeal to the Procurement and Contract Services Section Manager shall be a condition precedent to alternative dispute resolution or litigation.

Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the Buyer or Project Manger. Failure to comply precisely with the time deadlines under this subsection as to any claim shall operate as a waiver and release of that claim and an acknowledgement of prejudice to the County.

### **3.14 Maintenance of Records/Audits**

The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial, and programmatic records and such other records as may be deemed necessary by the County to ensure proper accounting for all Contract funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.

All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.

The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the State and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract.

The Contractor agrees to cooperate with County or its designee in the evaluation of the services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.56.

If the Contractor expended a total of \$500,000.00 or more in federal awards during its fiscal year, and is a non-profit organization, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted in accordance with OMB Circular A-133, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Government Audit Standards and OMB Circular A-133, as amended and as applicable. Contractors expending federal awards from more than one source shall be responsible for determining if the combined financial awards are equal to or greater than \$500,000.00. The Contractor shall provide one copy of the audit report to each County division providing federal awards to the Contractor no later than nine (9) months subsequent to the end of the Contractor's fiscal year.

### **3.15 Other Public Agency Orders**

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or Contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or Contracts issued by other public agencies.

### **3.16 Environmental Purchasing Policy**

Bidders able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in bids and proposals.

The Bidder and Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the Contract and shall, whenever practicable, use both sides of the paper. (Reference: KCC 10.16 & King County Executive Policy CON 7-1-2).

### **3.17 Industrial and Hazardous Waste**

The Contractor shall comply with all applicable local ordinances, state and federal statutes, and supporting rules and regulations governing the discharge of industrial waste to public sewer, private sewer, or side sewer tributary to the metropolitan sewer system.

Contractor shall handle and dispose of all hazardous wastes in compliance with all applicable local, state and federal laws and regulations, including the Resource Conservation and Recovery Act, the Washington Hazardous Waste Management Act, and applicable rules and regulations of the Environmental Protection Agency and the Department of Ecology governing the generation, storage, treatment, transportation or disposal of hazardous wastes.

### **3.18 Patents and Royalties**

The Contractor is responsible for paying all license fees, royalties or the costs of defending claims for the infringement of any intellectual property that may be used in performing this Contract.

### **3.19 Supported Employment Program**

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your bid. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-263-9061.

### **3.20 Nondiscrimination and Equal Employment Opportunity**

- A. Nondiscrimination in Employment - During performance of this Contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.
- B. Equal Employment Opportunity Efforts - The Contractor will undertake equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. The Contractor's equal employment opportunity efforts shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth this nondiscrimination clause. In accordance with KCC 12.16.010.J, "equal employment opportunity efforts" shall mean active efforts to ensure equal opportunity in employment that is free from all forms of discrimination.
- C. Equal Benefits To Employees With Domestic Partners - Pursuant to Ordinance 14823, King County's "Equal Benefits" (EB) ordinance, and related administrative rules adopted by the County Executive, as a condition of award of a Contract is valued at \$25,000 or more, the Contractor agrees that it shall not discriminate in the provision of employee benefits between employees with

spouses, and employees with domestic partners during the performance of this Contract. Failure to comply with this provision shall be considered a material breach of this Contract, and may subject the Contractor to administrative sanctions and remedies for breach.

When the Contract is valued at \$25,000 or more, the Contractor shall complete a Worksheet and Declaration form for County review and acceptance prior to Contract execution. The EB Compliance forms, Ordinance 14823 (which is codified at KCC Chapter 12.19) and related administrative rules are incorporated herein by reference. They are also available online at <http://www.kingcounty.gov/procurement/forms>, Equal Benefits web page.

- D. **Nondiscrimination in Subcontracting Practices** - During the term of this Contract, the Contractor shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractor and suppliers, the Contractor shall not discriminate against any person because of their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.
- E. **Compliance with Laws and Regulations** - The Contractor shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit discrimination. These laws include, but are not limited to, RCW Chapter 49.60, Titles VI and VII of the Civil Rights Act of 1964, the American with Disabilities Act, and the Restoration Act of 1987. In addition, King County Code chapters 12.16, 12.17 and 12.18 are incorporated herein by reference and the requirements in these code sections shall specifically apply to this Contract. The Contractor shall further comply fully with any equal opportunity requirements set forth in any federal regulations, statutes or rules included or referenced in the Contract documents.
- F. **Small Contractors and Suppliers and Minority and Women Business Enterprises Opportunities**. King County encourages the Contractor to utilize small businesses, including Small Contractors and Suppliers (SCS) and minority-owned and women-owned business enterprises certified by the Washington state Office of Minority and Women's Business Enterprises (OMWBE) in County contracts. The County encourages the Contractor to promote open competitive opportunities for small businesses, including SCS firms and minority-owned and women-owned business enterprises. Program information is available at <http://www.kingcounty.gov/bdcc>.
- G. **Sanctions for Violations** - Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of contract, for which the Consultant may be subject to damages, withholding payment and any other sanctions provided for by Contract and by applicable law.

### **3.21 Non-Waiver of Breach**

No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

### **3.22 Severability**

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal, or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid, and enforceable and

have the intent and economic effect as close as possible to the invalid, illegal, and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Contract. The invalidity, illegality or unenforceability of any provision shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain valid and binding.

### **3.23 Certification Regarding Debarment, Suspension and Other Responsibility Matters**

This Contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting this Contract, the Contractor certifies as follows:

The certification in this clause is a material representation of fact relied upon by King County. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to King County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

### **3.24 Incorporation of Documents**

The Contract between the awarded Bidder and King County shall include all documents mutually entered into at the time of Contract award, specifically including the Contract document, the solicitation, and the response to the solicitation. The Contract must include, and be consistent with, the specifications and provisions stated in this solicitation. King County shall not be bound nor obligated to enter into or sign additional agreements and or documents other than those required by law.

## **SECTION 4 Specific Contractual Terms & Conditions**

### **4.1 Contract Value**

The estimated annual value of this Contract is approximately \$ 60,000.00. King County will not be limited, restricted or bound by this dollar value, nor shall the County be obligated to purchase any items contained in this ITB.

### **4.2 Contract Term**

The term of this Contract will be five (5) years, subject to the termination clauses contained herein. King County reserves the right to extend the term if determined to be in the best interest of the County.

Contracts or purchase orders will be issued by the County. Contract amendments or change orders issued by the County may reflect modification(s) of Contract terms, funding or other matters.

King County reserves the right to purchase the goods or services described herein from other sources. The Contractor does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity, or any quantity contained in this Contract.

### **4.3 Contract Administrative Fee**

This Contract is subject to an Administrative Fee (Fee), of 1% (.01), when used by political subdivisions outside of King County's Departments, Divisions, or Agencies. The Fee shall be based on total sales made to each governmental entity, less sales/use tax, freight and any credit(s), (if applicable), in accordance Contract terms and conditions. The Fee shall be paid by the Contractor, payable and remitted to King County Procurement and Contract Services Section on July 31<sup>st</sup> and January 31<sup>st</sup> of each year and cover sales for the first and second half of the calendar year respectively. Fees submitted shall reference its respective Contract number and include a sales report for the payment period showing the total sales to each governmental entity, excluding King County. The Contractor shall not invoice the Fee to any contract user as an item on a sales invoice or by any other means.

### **4.4 Price Revisions**

Pricing for items ordered under this Contract shall be based on the discount or multiplier identified in the bid and the item's price in the current accepted catalog or price list.

Pricing shall be based on the original catalog or price list until the County has accepted a subsequent catalog or price list. The County may accept a new catalog or price list by using it to determine pricing in future orders. If the County determines the prices contained in new catalogs or price lists are not fair and reasonable, the County may re-bid or purchase the items through any other means available.

### **4.5 Shipping Charges**

All prices shall include freight FOB to the designated delivery point. The County will reject requests for additional compensation for freight charges.

### **4.6 Packing Slips**

Each delivery to the County shall have a packing slip enclosed that identifies the requester, purchase order number, part number, unit price and quantity of each part shipped. If the delivery is a partial shipment, indicate on the packing slip that it is not a complete shipment of that requisition and identify the items not shipped and provide a projected completion date of the order.

If the delivery combines items from more than one purchase order, separate packing slips shall be included in the shipment for each.

#### **4.7 Use Report**

The Contractor shall, if requested, submit to the Buyer a report of sales made to King County under this Contract. The report, in a format acceptable to King County, shall identify the detail required by the Buyer, which may include but is not limited to, delivery location, the item description, whether it's a Contract or non-Contract item, quantity, price and discount.

#### **4.8 Warranty**

The Contractor warrants that the work performed under this Contract shall be free from defects in material and workmanship, and shall conform to all requirements of this Contract, for a period of at least twelve (12) months from date of acceptance of such work by the County. Any work corrected shall be subject to this subsection to the same extent as the work initially provided.

The Bidder shall provide, upon request by the County, their standard warranty. The warranty shall be specific for all components of the equipment regardless of whether these components were built by the original equipment manufacturer or outside suppliers. King County may avail itself of the Bidder or manufacturer's standard warranty if more beneficial to the County.

Conducting of tests or inspections; acceptance, or the processing of payment(s) by the County shall not constitute a waiver of any rights under this Contract or in law. The termination of this Contract shall in no way relieve the Contractor from its warranty responsibility.

The Contractor shall ensure that the warranty requirements of this Contract are enforceable through and against the Contractor's suppliers, vendors, distributors and Subcontractors. The Contractor shall cooperate with the County in facilitating warranty related work by such suppliers, vendors, distributors and Subcontractors.

Contractor warrants that the Services shall in all material respects conform to the requirements of this Contract. Contractor warrants that qualified professional personnel with in-depth knowledge shall perform the Services in a timely and professional manner; and that the Services shall conform to the standards generally observed in the industry for similar Services. Contractor warrants that the Services shall be in compliance with all applicable laws, rules and regulations.

#### **4.9 Warranty Remedies**

Whenever possible, the Contractor shall provide "on the spot" settlement of warranty claims or disputes, and authorize local representatives to act on the equipment manufacturer's behalf.

If at any time during the twelve (12) Month period immediately following acceptance of any work covered by this Contract, Contractor or the County discovers one or more material defects or errors in the work or any other aspect in which the work materially fails to meet the provisions of the warranty requirements herein Contractor shall, at its own expense and within thirty (30) Days of notification of the defect by the County, correct the defect, error or nonconformity.

The County shall give written notice of any defect to the Contractor. If the Contractor has not corrected defect within thirty (30) Days after receiving the written notice, the County, in its sole discretion, may correct the defect itself. In the case of an emergency where the County believes delay could cause serious injury, loss or damage, the County may waive the written notice and correct the defect. In either case the County shall charge-back the cost for such warranty repair to the Contractor.

The Contractor is responsible for all costs of repair or replacement in order to restore the work to the applicable Contract requirements, including shipping charges, for work found defective within the warranty period, regardless of who actually corrects the defect.

#### **4.10 Product Return**

The County reserves the right to return standard products to the Contractor for full refund or credit when the Contractor is notified of the return within 30 days of the County's receipt of products.

The County further reserves the right to return products, parts and supplies determined to be surplus and no longer required by the County. Parts and supplies eligible for return to the Contractor shall have been purchased for inventory or as spares, be unused, and in the same general condition as when received. The County will advise the Contractor of its intention to return any parts and supplies. The Contractor has no obligation to accept such goods more than two (2) years after the County's receipt of said goods.

The Contractor shall, at the County's option, issue a credit for the dollar value of the merchandise returned or refund that dollar amount to King County.

This subsection does not apply to any merchandise made to order for the County.

#### **4.11 Hazardous Chemical Communication**

In order to comply with WAC 296-62-054, Hazard Communication, the Contractor shall prepare, a Material Safety Data Sheet (MSDS) for all products containing any toxic products that may be harmful to the end user. The MSDS Sheet is to accompany the toxic product(s) to the specified delivery sites and include the Chemical Abstract Service (CAS) numbers for every chemical that is listed in the MSDS. If the product is actually used diluted, the rate shall be so stated in the MSDS and the hazards and corresponding Personal protection, etc. also be listed. SARA Title 3 chemicals shall be listed with the percentage by weight of the total product. The MSDS shall include a statement as to the intended use of the product.

## **SECTION 5 Federal Transit Administration (FTA) Requirements**

This Contract shall be partially funded by the Federal Transit Administration (FTA). Neither the FTA nor the Federal Government shall be a party to any subagreement nor to any solicitations or request for proposals. This Contract shall be subject to regulations contained in 49 Code of Federal Regulations (CFR) Part 18 and the applicable grant agreement between the County and the FTA. The following provisions include, in part, certain standard terms and conditions required by the U.S. Department of Transportation, whether expressly set forth in the following Contract provisions. All Contractual provisions required by the U.S. Department of Transportation, as set forth in FTA Circular 4220.1E, dated June 19, 2003, are hereby incorporated by reference as are the requirements of the Master Agreement between King County and the U.S. Department of Transportation, including all "flow down" provisions to third party Contractors, Subcontractors and or suppliers. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. The Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any County requests that would cause the County to be in violation of the FTA terms and conditions.

### **5.1 Changes in Federal laws, Regulations, Policies and Administrative Practices**

New federal laws, regulations, policies and administrative practices may be established after the date this Contract is established and may apply to this Contract. To achieve compliance with changing federal requirements, the Contractor agrees to accept all changed requirements that apply to this Contract and require Subcontractors comply with revised requirements as well.

Ref: FTA Master Agreement MA (10), 10-1-2003, Section 2(c).

### **5.2 Federal Changes**

The Contractor agrees to comply with all applicable FTA regulations, policies, procedures and directives, including without limitation, those listed directly or by reference in the Master Agreement between the County and FTA, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to comply shall constitute a material breach of this Contract.

Ref: 49 CFR Part 18 and FTA Master Agreement MA (10), 10-1-2003, Section 2(c).

### **5.3 No Federal Government Obligations to Third Parties**

The Contractor agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the Contractor or any other party (whether or not a party to this Contract) pertaining to any matter resulting from this Contract.

The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the Subcontractor who shall be subject to its provisions.

Ref: FTA Master Agreement MA (10), 10-1-2003, Section 2(f).

### **5.4 Equal Employment Opportunity**

In connection with the execution of this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age, or national origin. The Contractor shall take affirmative action to ensure that the hiring of applicants and treatment of employees during employment is conducted without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other

forms of compensation, and selection for training, including apprenticeship. Contractor further agrees to insert a similar provision in all Subcontracts, except Subcontracts for standard commercial supplies or raw materials.

The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

Ref: Executive Order 11246, as amended by Executive Order 11375; Title VII of the Civil Rights Act, as amended, 42 USC § 2000e; Federal transit laws at 49 USC § 5332; section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC § 623; section 102 of the Americans with Disabilities Act, as amended, 42 USC §§ 12101 et seq.; 29 CFR Part 1630; 41 CFR § 60-1.4.

## 5.5 Title VI Compliance

The Contractor shall comply with and shall ensure the compliance by all Subcontractors under this Contract with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d) and the regulations of the federal Department of Transportation, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act," 49 CFR Part 21, (hereinafter "Regulations") as they may be amended from time to time. The Federal Government and or the County has a right to seek judicial enforcement with regard to any matter arising under Title IV of the Civil Rights Act and implementing regulations.

Ref: 49 CFR Part 21.19.

During the performance of this Contract, the Contractor, for itself, its assignees and successors-in-interest agrees as follows:

- A. Nondiscrimination—49 CFR Part 26. The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of United States Department of Transportation ("USDOT")— assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy, as the County deems appropriate.
- B. Prompt Payment. The Contractor agrees to pay each Subcontractor under this Contract for satisfactory performance of its Contract no later than thirty (30) Days from the receipt of each payment the Contractor receives from the County. The Contractor agrees further to return retainage payments to each Subcontractor within thirty (30) Days after the Subcontractor's Work is satisfactorily completed. Any delay or postponement of payment from the above referenced period may occur only for good cause following written approval of the County. This clause applies to both DBE and non-DBE Subcontractors.
- C. Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Contractor for Work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential Subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.
- D. Sanctions for Noncompliance. In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, King County shall impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  2. Cancellation, termination, or suspension of the contract, in whole or in part.
- E. Incorporation of Provisions. The Contractor shall include the provisions of paragraphs A through D in every Subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the County or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or supplier as a result of such direction, the Contractor may request the County to enter into such litigation to protect the interests of the County and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- F. Contractor's List. Contractor is requested to submit the name, address, DBE/Non-DBE status, annual gross receipts, and age of all Subcontractors and suppliers bidding or quoting on DOT-assisted projects. **Compliance with the requirement to report the Contractor's List information is a matter of responsibility.** Contractor is requested to submit the Contractor's List prior to Contract Work.

#### 5.6 Disadvantaged Business Enterprise Requirements.

- A. DBE Participation. The County has not established a DBE goal for this Contract. In accordance with this section, the County has an overall annual DBE goal of thirteen percent (13%) for FTA assisted projects. However, the County requires that the Contractor report any actual DBE participation on this Contract to enable the County to monitor accurately DBE program compliance.
- B. Reporting Requirement. The USDOT requires that the Contractor report any actual DBE participation on this Contract to enable the County to monitor DBE participation accurately and for reporting purposes.
- C. DBE Eligibility. A DBE means a business certified as a DBE by the Washington State Office of Minority and Women's Business Enterprise (OMWBE).
- D. DBE Listing. A Directory of DBE firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) is available online at the following website address: <http://www.omwbe.wa.gov/directory/directory.htm> Telephone the OMWBE at 360-753-9693. **All DBE firms must be certified by OMWBE.**
- E. Counting DBE Participation. The County will count DBE participation toward its annual overall DBE goal as provided for in 49 CFR 26.55.
1. DBE Contractor. The County will only count the Work a DBE Contractor performs with its own forces as well as the Work performed by DBE Subcontractors with their own work forces.
  2. Joint Venture. When a DBE performs as a participant in a joint venture, King County will only count that portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the Work that the DBE performs with its own forces.
  3. Commercially Useful Function. The County will count expenditures to a DBE contractor only for DBEs who perform a commercially useful function on that contract.

- 5.6.E.3.1. DBE performs a commercially useful function when it is responsible for execution of the Work of the Contract and is carrying out its responsibilities by actually performing, managing, and supervising the Work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, installing (if applicable) and paying for the material itself.
- 5.6.E.3.2. DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract or project through which funds is passed in order to obtain the appearance of DBE participation.
- 5.6.E.3.2.1. A DBE does not perform a commercially useful function if it fails to exercise responsibility with its own work force for at least 30 percent of the total cost of its contract, or the DBE subcontracts a greater portion of the Work of a Contract than would be expected on the basis of normal industry practice for the type of Work involved.
4. Expenditures with DBEs. Expenditures with DBEs for materials or supplies shall be counted as provided in the following:
- 5.6.E.4.1. Manufacturer. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies towards the DBE goal. A manufacturer is a firm that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.
- 5.6.E.4.2. Regular Dealer. If the materials or supplies are purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.
- 5.6.E.4.2.1. To be a regular dealer a firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.
- 5.6.E.4.3. A Person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business, as provided in this Section (4)(b), if the Person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or of the cost of the materials and supplies themselves shall be counted.
- 5.6.E.4.3.1. Contract-by-contract basis.
- 5.6.E.4.3.2. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers.
5. Purchases from a DBE. With respect to materials or supplies purchased from a DBE who is neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site,

provided the fees are reasonable and typical for the services rendered. No part of the cost of the materials and supplies themselves shall be counted.

#### **5.7 Disadvantaged Business Enterprise and Other Small Business Participation**

The County encourages Contractors to carry out the following steps to facilitate DBE and other small business participation, which may be either on a direct basis in response to this solicitation or as a Subcontractor to a Bidder.

- A. Solicit through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices) DBE and other small businesses that have the capability to perform the Work of the Contract.
- B. Select portions of the Work to be performed by Subcontractors to increase the likelihood that DBE and other small businesses' goals will be achieved
- C. Provide interested Subcontractors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
- D. Negotiate in good faith with interested DBEs and other small businesses.
- E. Avoid rejecting DBEs and other small businesses as being unqualified without sound reasons based on a thorough investigation of their capabilities. The Contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the Contractor's efforts to obtain DBE and other small business participation.
- F. Make efforts to assist interested DBEs and other small businesses in obtaining bonding, lines of credit, or insurance as required by the recipient or Contractor.
- G. Make efforts to assist interested DBEs and other small businesses in obtaining necessary equipment, supplies, materials, or related assistance or services.
- H. Effectively use the services of available minority/women community organizations, Contractors' groups, local, state, and Federal minority/women business assistance offices; Disadvantaged Business Enterprise and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs and other small businesses.

#### **5.8 Cargo Preference - Use of U.S. Flag Vessels**

In the event that ocean shipment or international air transportation is required for any equipment, material or commodities pursuant to this Contract, the Contractor shall:

- A. Utilize privately owned United States flag commercial vessels to ship at least fifty percent (50%) of the gross tonnage involved, computed separately for dry bulk carriers, dry cargo liners and tankers, whenever shipping any equipment, materials or commodities pursuant to this Contract, to the extent such vessels are available at fair and reasonable rates for United States flag commercial vessels.
- B. Furnish within twenty (20) working days following the date of loading for shipments originating within the United States, or within thirty (30) working days following the date of loading for shipment originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph A of this section, to the County, through the prime Contractor in the case of Subcontractor bills-of-lading, and to the

Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590, marked with appropriate identification of the project.

- C. Insert the substance of the provisions of this section in all subcontracts issued pursuant to this Contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.

Ref: 46 USC § 1241; 46 CFR Part 381.

### **5.9 Fly America**

The Contractor agrees to utilize United States flag air carriers to the extent such carriers Provide the air transportation needed, or accomplish the Contractor's mission. The Contractor agrees to utilize United States flag air carriers even though comparable or a different kind of service can be provided at less cost by a foreign air carrier, a foreign air carrier can be paid for in excess foreign currency, unless Unites States flag air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of those monies. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service with a U.S. flag air carrier was not available or why it was necessary to use a foreign carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

Ref: 49 USC § 40118; 41 CFR Part 301-310.

### **5.10 Audit and Inspection of Records**

In the case of all negotiated Contracts and Contracts for construction, reconstruction or improvement of facilities and equipment, which were entered into under other than competitive proposal procedures, Contractor agrees that the County, the Comptroller General of the United States or any of their duly authorized representatives, shall, for the purpose of audit and examination be permitted to inspect all Work, materials, payrolls, and other data and records with regard to the project, and to audit the books, records and accounts with regard to the project. Further, Contractor agrees to maintain all required records for at least three (3) years after the County makes final payment and all other pending matters are closed.

Ref: 49 USC § 5324; 18 CFR Part 18.36 (i); 49 CFR Part 633.17; and FTA Master Agreement MA (10), 10-1-2003, Section 8 (c) and (d).

### **5.11 Buy America**

The Contractor agrees to comply with 49 USC § 5323(j), 49 CFR Part 661, which provides that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver.

General waivers are listed in 49 CFR 661.7 and include but are not limited to microcomputer equipment, Software, and small purchases (currently less than \$100,000) made with capital, operating, or planning funds. Separate requirements for rolling stock are set out at 5323(j)(2)(C) and 49 CFR 661.11.

Contracts in excess of \$100,000 require Attachment H, Buy America Certificate, to be completed and submitted to the County with the Contract, except those subject to a general waiver. A Contract that is not accompanied by a completed Buy America certification shall be rejected and subject to termination. This requirement does not apply to lower tier Subcontractors.

## **5.12 Access Requirements for Individuals with Disabilities**

The County and the Contractor are required to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 USC §§ 12101, et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794; and 49 USC § 5301(d), and the following regulations and any amendments thereto:

- A. U.S. Department of Transportation regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37;
- B. U.S. Department of Transportation regulations, "Nondiscrimination on the Basis of Disability in Programs and Activities receiving from Federal Financial Assistance," 49 CFR Part 27;
- C. U.S. Department of Transportation regulations, "Americans With Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 CFR Part 38;
- D. U.S. Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 CFR Part 35;
- E. U.S. Department of Justice regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 CFR Part 36;
- F. U.S. General Services Administration regulations, "Construction and Alteration of Public Buildings," 41 CFR Subpart 101-19;
- G. U.S. Equal Employment Opportunity Commission (EEOC) "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630;
- H. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 CFR Part 64, Subpart F; and
- I. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 CFR Part 609.

## **5.13 Interest of Members of or Delegates of Congress**

Pursuant to 41 USC § 22, no member of or delegate to the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit arising there from.

## **5.14 Certification Regarding Debarment, Suspension and Other Responsibility Matters**

This Contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting this Contract, the Contractor certifies as follows:

The certification in this clause is a material representation of fact relied upon by King County. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to remedies available to King County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**5.15 False or Fraudulent Statements or Claims**

The Contractor acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the County in connection with this project, the County reserves the right to pursue the procedures and impose on the recipient the penalties of 18 USC § 1001, 31 USC §§ 3729 and 3801 et seq., and/or 49 USC § 5307(n)(1), as may be appropriate. The terms of Department of Transportation regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, are applicable to this project.

The Contractor agrees to include this clause in all subcontracts awarded under this Contract.

**5.16 Energy Conservation**

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency that are contained in the State Energy Conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 USC §§ 6321 et seq., and 49 CFR Part 18.

The Contractor agrees to include this clause in all subcontracts awarded under this Contract.

**5.17 Air Pollution**

The Contractor and suppliers may be required to submit evidence to the Project Manager that the governing air pollution criteria shall be met. This evidence and related documents shall be retained by the manager for on-site examination by FTA.

**5.18 Environmental Requirements**

The Contractor agrees to comply with all applicable standards, orders or requirements as follows:

**A. Environmental Protection**

The Contractor agrees to comply with the applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 USC §§ 4321, *et seq.*, consistent with Executive Order No. 11514, as amended, "Protection and Enhancement of Environmental Quality," 42 USC § 4321 note. FTA statutory requirements on environmental matters at 49 USC § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 42 USC § 4321 *et seq.* and 40 CFR Part 1500, *et seq.*; and joint FHWA/FTA regulations, "Environmental Impact and Related Procedures," 23 CFR Part 771 and 49 CFR Part 622.

**B. Air Quality**

The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to section 306 of the Clean Air Act, as amended, 42 USC §§ 7401, 7414, *et seq.* The Contractor agrees to report each violation to the County and understands and agrees that the County shall, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office.

The Contractor agrees to include this clause in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Ref: 42 USC § 7606 note; 40 CFR Part 51, Subpart T; 40 CFR Part 85; 40 CFR Part 86; and 40 CFR Part 600.

C. Clean Water

The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 USC §§ 1251, 1368, et seq. The Contractor agrees to report each violation to the County and understands and agrees that the County shall, in turn, report each violation as required to assure notification to FTA and the appropriate Environmental Protection Agency (EPA) Regional Office.

The Contractor agrees to protect underground sources of drinking water consistent with the provisions of the Safe Drinking Water Act of 1974, as amended, 42 USC §§ 300h et seq.

The Contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Ref: 33 USC § 1251.

D. Use of Public Lands

The Contractor agrees that no publicly owned land from a park, recreation area, or wildlife or waterfowl refuge of national, state, or local significance as determined by the federal, state or local officials having jurisdiction thereof, or any land from a historic site of national, state, or local significance may be used for the Project unless the FTA makes the specific findings required by 49 USC § 303.

E. Mitigation of Adverse Environmental Effects

The Contractor agrees that if the Project should cause adverse environmental effects, the Contractor shall take all reasonable steps to minimize those effects in accordance with 49 USC § 5324(b), and all other applicable federal laws and regulations, specifically, the procedures of 23 CFR Part 771 and 49 CFR Part 622.

**5.19 Preference for Recycled Products**

To the extent practicable and economically feasible, the Contractor agrees to Provide a competitive preference for products and services that conserve natural resources and protect the environment and are energy efficient. Examples of such products may include, but are not limited to, products described in the United States EPA Guidelines at 40 CFR Part 247, implementing section 6002 of the Resource Conservation and Recovery Act, as amended, 42 USC § 6962, and Executive Order 12873.

**5.20 Termination Provisions Required**

All Contracts and subcontracts in excess of \$10,000 shall contain contractual provisions or conditions that allow for termination for cause and convenience by the County including the manner by which it shall be effected and the basis for settlement.

Ref: FTA Circular 4220.1E § 15.b.

**5.21 Breach Provisions Required**

All Contracts in excess of \$100,000 shall contain contractual provisions or conditions that shall allow for administrative, contractual, or legal remedies in instances where the Contractor violates or breaches the terms of this Contract, including sanctions and penalties as may be appropriate. The Contractor agrees to include this provisional requirement in all subcontracts in excess of \$100,000 awarded under this Contract.

Ref: FTA Circular 4220.1E, § 15.a.

## SECTION 6 Technical Specifications for HVAC Air Filters

### 6.1 Introduction of Specifications

The Contractor shall supply and deliver to King County on an as-needed basis, HVAC Air Filters and Related Items in accordance with the terms conditions, and specifications defined herein during the term of the contract. Repairs and installation will not be performed under this Contract.

#### Minimum Requirements

### 6.2 Contractor Qualifications

- A. To be eligible for award, Bidders shall be a bona fide wholesale stocking distributor, dealer or manufacturer of the products offered, shall have prior successful experience in providing the goods offered, and shall possess all permits, licenses, certifications, approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of this Invitation to Bid.
- B. The Bidder shall be registered and insured and have at least five (5) recent consecutive years prior experience providing the items described herein
- C. The Contractor shall be required to support and maintain sufficient stock to meet the delivery requirements specified in Subsection 6.13. The Contract involves products which are necessary to perform critical King County services. Any delay in order receipt could disrupt County services and force the County to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the County's ongoing needs.
- D. The Contractor shall be operating out of a commercial facility which shall be open, available and accessible a minimum of eight (8) consecutive hours anytime between 7:00 a.m. and 5:00 p.m. Pacific Time Monday through Friday.

#### 1. Will Call Requirements / Expedited Delivery Requirements

Contractor shall provide either will call or expedited delivery services for standard in-stock items as required below.

KC Agency	% of Annual Will Call Purchases	Agency's % of Overall KC purchases
Transit	10%	15-30%
Facilities Management Division	85%	50%
Wastewater Treatment Division	Less than 1%	25-30%

#### a. Will Call

The Contractor shall provide will call service at a facility within a twenty (20) mile radius of the King County address listed below:

King County  
401 – 5<sup>th</sup> Ave  
Seattle, WA 98104

b. Expedited Delivery (In Lieu of Will Call Location)

If Contractor chooses the expedited delivery in lieu of a will call location, Contractor shall deliver standard in-stock items within two (2) hours from time of order placement.

**6.3 General Filter Requirements**

A. Types of Filters

HVAC Air Filters and Related Items include, but are not limited to: ASHRAE Medium Efficiency Pleated Pre-filters, Carbon Filters, ASHRAE Medium and High Efficiency Final Filters, Polyester Fiber Filters, Automatic Roll Filters, Ring Panel Filters, Cube Filters, and Bag Filters.

1. Filters shall be available in a variety of thicknesses, widths and heights for most commercial air filtration systems.

B. Performance Specifications

1. HVAC Air Filters and Related Items shall conform to all applicable industry and safety standards.
2. Each filter type shall meet at a minimum:
  - a. The Underwriters Laboratory Class 2, Standard 900 and CAN 4-S111;
  - b. Performance specifications as tested by ASHRAE 52.1-1992 Standards or ASHRAE 52.2 Standards, table E-1 as applicable.
3. Performance tolerances shall conform to section 7.4 of ARI Standard 850-93.

C. Material Requirements

1. All dyes and inks shall be environmentally safe.
2. All adhesives shall be solvent-free and water-based.

D. Design Requirements

1. All filters shall have no sharp edges that would create a safety concern during handling, installation and disposal.
2. Filters shall be available in a variety of thicknesses, widths and heights for most commercial air filtration systems.
3. To prevent substitution of like products within a manufacturer's line, a filter must be easily distinguishable from like or similar product within manufacturer's line.

E. Labeling

1. The filter shall be identified on the enclosing frame as to the manufacturer, model and Underwriters' Laboratory class rating.
2. All filter frames shall be marked with a product identifier such that the manufacturer name/trade mark, product name, actual size, nominal size, filter type and indicated downstream side can be readily ascertained.

**6.4 ASHRAE Medium Efficiency High Capacity Pleated Pre-filters**

A. General Requirements

1. High Capacity Mechanical Minimum Efficiency Reporting Value (MERV) 8 or better

2. The filters shall be classified as Underwriters' Laboratories 900 class 2.  
Filters shall have been tested by Underwriters Laboratory as Class 2, Standard 900 and CAN 4-S111.
3. General Design Characteristics
  - a. Each filter shall consist of pleated non-woven cotton and synthetic media or synthetic disposable media, media support grid, contour stabilizers and enclosing frame laminated to a reinforcing backing to form a lofted filter blanket.
  - b. Pleats
    - (1) The pleat design shall be of the contour, radial type or V shape.
    - (2) Pleating shall be consistent across filter.
  - c. Frame
    - (1) The enclosing frame shall be constructed of rigid high wet-strength die cut Beverage Board or high moisture resistance clay coated Kraft board that will not distort, rack, leak, crack, warp or distort under normal commercial operating conditions.
    - (2) Diagonal support members, of the same construction, shall be bonded to the air entering and air exiting side of each pleat to prevent media oscillation and prevent media pull away.
  - d. Media
 

Shall:

    - (1) Be self-supporting or bonded to a welded wire or an expanded metal support grid bonded on the downstream side of the media.  
Grids shall be spot welded on 1" centers, treated for corrosion resistance.
    - (2) Not vibrate or wave in the airflow.
    - (3) Be continuously bonded to periphery of the enclosure frame.
    - (4) Media and binders shall be non-shedding.
    - (5) Adhesive shall not allow media to delaminate, buckle excessively or collapse from the pleat support system.
    - (6) Media shall retain its pleated shape and spacing during normal commercial service usage.

**B. 1" Deep Filter**

**1. Media**

- a. The filter media shall be non-woven cotton and synthetic type or synthetic type.
- b. The media shall have:
  - (1) Minimum average efficiency of 30-35%.
  - (2) Arrestance of 90-93% when tested under ASHRAE test standard 52.1-1992.
  - (3) Not less than 1.6 square feet of media per square foot of filter face area.
  - (4) Not less than 15 pleats per linear foot of filter face area.
  - (5) Rated no less than MERV 8 when tested under ASHRAE standard 52.2.

- (6) Initial resistance at 500 feet per minute approach velocity shall not exceed 0.30" w.g.

C. 2" Deep Filter

1. Media

- a. The filter media shall be non-woven cotton and synthetic type or synthetic type.
- b. The media shall have:
  - (1) Minimum average efficiency of 30-35%.
  - (2) Arrestance of 90-93% when tested under ASHRAE test standard 52.1-1992.
  - (3) Not less than 4.6 square feet of media per square foot of filter face area.
  - (4) Not less than 15 pleats per linear foot of filter face area.
  - (5) Rated no less than MERV 8 when tested under ASHRAE standard 52.2.
  - (6) Initial resistance at 500 feet per minute approach velocity shall not exceed 0.30" w.g.

D. 4" Deep Filter

1. Media

- a. The filter media shall be non-woven and synthetic type or synthetic type.
- b. Four-inch deep filters shall be designed with pleat stabilizers.
- c. The media shall have:
  - (1) Average efficiency of 30-35%.
  - (2) Arrestance of 90-93% when tested under ASHRAE test standard 52.1-1992.
  - (3) Not less than 7.0 square feet of media per square foot of filter face area.
  - (4) Not less than 11 pleats per linear foot of filter face area.
  - (5) Rated no less than MERV 8 when tested under ASHRAE standard 52.2.
  - (6) Initial resistance at 500 feet per minute approach velocity shall not exceed 0.27" w.g.

**6.5 ASHRAE High Efficiency Final Filter**

A. General Requirements

1. General Design Requirements

- a. High Efficiency Air filters shall be 12" deep pleated, totally rigid and disposable type.
- b. Filters shall be a medium to high efficiency filter type for particulate and disposable.
- c. Filters shall consist of a pleated media pack in a rigid box design with metal cell sides with and glass fibers media or 100% synthetic fibers.
- d. Filter shall be media supported and have an enclosing frame.
- e. Media
  - (1) Each filter shall consist of high-density microfine synthetic media, media support grid, contour stabilizers and enclosing frame.
  - (2) The media shall be of high-density microfine synthetic type, laminated to a reinforcing backing to form a lofted filter blanket.

- (3) Media shall consist of layered design of fibers providing a progressively more efficient media matrix.
- (4) The media support grid shall allow an effective open area of 95% of the total surface area.

f. Frame

- (1) The grid shall be bonded to the media to prevent media oscillation and prevent media pullaway.
- (2) Contour stabilizers of all-metal construction shall be permanently installed on both the air entering and air exiting sides of the filter.
- (3) The enclosing frame shall be constructed of galvanized steel. It shall be assembled in a manner to ensure that it is rigid and durable.
- (4) The filter shall be identified on the enclosing frame as to manufacturer, model, and Underwriters' Laboratory class rating.
- (5) The filters shall be classified as Underwriters' Laboratories 900 class 2.

B. 40-55% Efficiency Filters

1. The filter shall have an average efficiency of 40-45% and an average arrestance of not less than 96% in accordance with ASHRAE standard 52.1-1992.
2. The filter shall be rated no less than MERV 9 when tested under ASHRAE standard 52.2.
3. Initial resistance at 500 feet per minute approach velocity shall not exceed 0.25" w.g.
4. The filter shall be capable of withstanding 10" w.g. resistance without distortion of the media pack.

C. 60-65% Efficiency Filters

1. The filter shall have an average efficiency of 60-65% and an average arrestance of not less than 97% in accordance with ASHRAE standard 52.1-1992.
2. The filter shall be rated no less than MERV 11 when tested under ASHRAE standard 52.2.
3. Initial resistance at 500 feet per minute approach shall not exceed .029" w.g.
4. The filter shall be capable of withstanding 10" w.g. resistance without distortion of the media pack.

D. 80-85% Efficiency Filters

1. The filter shall have an average efficiency of 80-85% and a average arrestance of not less than 98% in accordance with ASHRAE Standard 52.1-1992.
2. The filter shall be rated no less than MERV 13 when tested under ASHRAE 52.2.
3. Initial resistance at 500 feet per minute approach velocity shall not exceed .050" w.g.
4. The filter shall be capable of withstanding 10" w.g. resistance without distortion of the media pack.

E. 90-95% Efficiency Filters

1. The filter shall have an average efficiency of 90-95% and an average arrestance of not less than 99% in accordance with ASHRAE standard 52.1-1992.

2. The filter shall be rated at no less than MERV 15 when tested under ASHRAE standard 52.2.
3. Initial resistance at 500 feet per minute approach velocity shall not exceed .068' w.g.
4. The filter shall be capable of withstanding 10" w.g. resistance without distortion of the media pack.

#### **6.6 Polyester Disposable Panel Filters**

- A. Filters shall be synthetic polyester media enclosed in a one-piece chipboard frame.
- B. Perforated corrosion resistant steel metal support grilles shall be on both the entry and exit sides of the filter.
- C. The media and grills shall be continuously glued to the inside perimeter of the frame
- D. The filters shall be UL 900 Class 2.

#### **6.7 Automatic Roll Filters**

- A. Media
  1. Length shall be 65'.
  2. The media shall be single ply graduated density nonwoven polyester, with a coarse air layer, multiple denier layer, heavily needled layer, and a dry weight of approximately 0.9 oz. per square foot.
  3. The roll shall yield a minimum thickness of 1" when unrolled and installed in the air stream.
  4. The media shall be treated on the air leaving side with a dust catching adhesive.
  5. The adhesive shall be non-toxic and odorless.
  6. The entire blanket of the auto rolls shall be reinforced with fabric scrim netting totally secured to the media.

#### **6.8 Multi-Ply Ring Panel Filters**

- A. General Requirements
  1. Performance Characteristics
    - a. Filters shall be a medium to high efficiency filter type for particulate and disposable.
    - b. The filters shall have an average efficiency of 25% and an average arrestance of 90% with ASHRAE test standard 52-76.
  2. Design Requirements
    - a. Filters shall be one (1) panel and not linked.
    - b. Filters shall consist of multiple layers of polyester media with an internal support wire and consist of 100% synthetic media.
    - c. Filter shall provide a 100% effective media face area.
    - d. Heat sealed construction.  
All seams shall be heated sealed with 1" salvage edge of material.
    - e. Filter shall be friction-fit or self-sealing to HVAC application.

- f. The downstream side of filter shall be designed in such a manner as to insure against product failure during normal commercial service usage.

3. Media

- a. The media shall be composed of two (2) or more distinct layers graduated density nonwoven polyester with the most open media on the air entering side transitioning to denser media on the downstream side.
- b. Media shall be heat sealed or sewn around the entire periphery of the internal wire support and in the center to contain the support.
- c. The media shall be treated on the air leaving side with dust catching adhesive.
- d. Media shall be moisture resistant and non-shedding.
- e. The filter shall have a pressure-sensitive "dry" tackifier applied to the media downstream side or is encapsulated between the last two (2) layers of media.

(1) Tackifier Adhesive

- (a) Tackifier shall retain its adhesive characteristics over the life of the filter.
- (b) Tackifier shall be non-toxic, odorless, non-evaporating, non-allergenic, fungi resistant and non-migrating.
- (c) No chlorinated paraffin, polybutene, or petroleum based adhesives are allowed.

4. Frame

- a. The internal wire support frame shall be made of minimum 9 gauge bright basic or galvanized steel, have cross wire supports and be framed welded at all connections.
- b. Unitized internal wire frame to eliminate filter collapse and breakdown.

B. Two-Ply Ring Filters

The media shall:

- 1. Have two-ply 1" nominal media construction;
- 2. Use a 3/4" nominal white polyester on the up-stream;
- 3. Have Internal tackification followed by a 1/4" dense white polyester downstream.

C. Three or Four-Ply Ring Filters

The media shall:

- 1. Have four-ply nominal media construction
- 2. Use a 1-1/2 nominal white/green tridensity, multidenier polyester upstream,
- 3. Have internal tackification followed by a 1/4" dense white polyester downstream.

**6.9 Bag Filters**

A. General Requirements

- 1. Filter sizes shall be available with a variety of pocket designs, widths, depths and heights and for most commercial air filtration systems.

- B. Material Requirements
  - 1. Backing material for the downstream side of the filter shall be a high strength material to provide strength and durability.
  - 2. All media and any binders shall be non-shedding.
- C. Performance Characteristics
  - 1. Filters are a medium to high efficiency filter type for particulate and disposable.
  - 2. Pockets shall be stable in the air stream avoiding sagging and flagging, and should not billow or pillow nor touch adjacent pockets.
- D. Design Requirements
  - 1. Pocket filters shall be a multiple pocket supported media design, with 100% high density synthetic fibers and enclosing frame.
  - 2. Filters shall be designed to provide a multiple dust holding pocket configuration with guaranteed complete pocket inflation in a support frame.
  - 3. The open filter area shall be greater than 85% of the total face area.
  - 4. The downstream side of filter shall be supported in such a manner as to insure against product failure.
  - 5. Pocket construction shall be sealed to prevent leakage when the pockets are fully inflated and guaranteed leak proof pocket design.
  - 6. Pocket media shall be continuously bonded to a metal support frame on the upstream airside pockets must be attached to interlocked support frames, framed with bars of corrosion resistant rolled steel frame, L or J channel shaped to prevent flexing and buckling during full inflation.
  - 7. Pockets shall be supported and retained with screening, sleeve dividers, stitching, or other devices so that they inflate evenly, space uniformly, maintain their shape and available surface area during application.
  - 8. Filters shall not crowd or restrict airflow to ensure full media utilization.
  - 9. The filters shall be available with a header.
- E. Media
  - 1. Media shall consist of layered design of fibers providing a progressively more efficient media matrix.
- F. Frames
  - 1. Enclosure frame shall be a 28-gauge with a proven corrosion resistant metal.
  - 2. Pocket support frames shall be reinforced to eliminate flexing or buckling.
  - 3. Pocket support frame to retain proper passage for airflow and pocket support design in between pockets to retain proper pocket shape and size.
  - 4. All filter frames shall be durable under normal commercial service usage.

G. 80-85% Efficiency Bag Filters

1. Media
  - a. The media shall be micro fine synthetic in a non-woven polyester backer pack.
  - b. The filter media shall have an average arrestance of 98% with ASHRAE test standard 52.1-9.2.
2. The filter shall have a relative humidity limit of 100% and a temperature limit of 190 degrees F.
3. The pocket retainer and header shall be 28 gauge, corrosion resistant steel.
4. Filter shall be UL 900 Class 2.

H. 90-95% Efficiency Bag Filters

1. Media
  - a. The media shall be micro fine synthetic in a non-woven polyester backer pack.
  - b. The filter media shall have an average arrestance of 99% with ASHRAE test standard 52.1-92.
2. The filter shall have a relative humidity limit of 100% and a temperature limit of 190 degrees F.
3. The pocket retainer and header shall be 28 gauge, corrosion resistant steel.
4. Filters shall be UL 900 Class 2.

**6.10 Other Related Items**

Any purchase order resulting from this ITB may be expanded to cover related items provided that such products are normally furnished by the Contractor. Contractor shall agree to provide related products using the same pricing structure as the items covered by this ITB in Subsection 7.5.

**6.11 Parts and Supplies Catalogs and Published Price Lists**

During the Contract term, at no additional cost to the County, Contractor shall furnish all necessary catalogs, published price lists and/or latest dated published manufacturer's net price lists for other related items to the County, at no additional cost, within two (2) weeks from the date of request by the County. Price lists can be in hard copy, disk or electronic format.

**6.12 Order Placement**

The Contractor shall advise the County of any order that is not available or will be back ordered at the time the order is placed. King County shall be immediately notified by the Contractor if an existing order will be delayed or not be exactly as ordered.

**6.13 Delivery**

Bid prices shall include delivery, FOB destination, to the location designated at time of order placement.

A. Performance Requirements

1. Standard In-stock Items

Delivery of standard in-stock items is required as soon as possible and not later than seven (7) days after receipt of order.

2. **Non-Standard / Special Order Items**  
 Delivery of non-standard special order items is required as soon as possible and not later than ten (10) days after receipt of order or longer if agreed to by the County prior to order placement.
3. **Will Call**  
 If the County indicates an immediate need for a "will call" order for product that is in stock, Contractor shall make the order a priority and make every effort to have orders ready for pickup within two (2) hours or less of order placement. Contractor shall call the County when the order is ready for pick up.
4. **Expedited Delivery in Lieu of Will Call**
  - a. Upon request, Contractor shall make the order a priority and make every effort to have standard in-stock shelf items delivered within two (2) hours of order placement.
  - b. **Exception: Expedited deliveries to Brightwater Treatment Plant**  
 Upon request, Contractor shall make the order a priority and make every effort to have standard in-stock shelf items delivered within four (4) hours of order placement.

**B. King County Facility Information and Locations**

Below is a representative list of King County locations.

1. **King County Facilities Management Division Locations:**

<b>Location</b>	<b>Location</b>
<b>Graybar Bldg</b> 416 Occidental Avenue Seattle, WA 98104	<b>King County Correctional Facility</b> 500 – 5 <sup>th</sup> Ave Seattle, WA 98104
<b>Maleng Regional Justice Center</b> 620 W James ST Kent, WA 98032	

2. **King County Metro Transit Locations:**

<b>Location</b>	<b>Location</b>
<b>KC South Facilities</b> M/S SFM-TR-0100 11911 E Marginal Way, Bldg 3 Tukwila, WA 98168	<b>East Base</b> 1975 - 124 <sup>th</sup> Ave NE Bellevue, WA 98005
<b>Atlantic Base</b> 1555 Airport Way South Seattle, WA 98134	<b>North Base</b> North 165 <sup>th</sup> St and I-5 Transit Exit Seattle, WA 98133
<b>Bellevue Base</b> 1790 124 <sup>th</sup> Ave NE Bellevue, WA 98005	<b>Non Revenue Vehicles / NRV</b> 1301 Airport Way S Seattle, WA 98134

<b>Location</b>	<b>Location</b>
<b>Central Base</b> 640 S Massachusetts Seattle, WA 98134	<b>Ryerson Base</b> 1220 - 4 <sup>th</sup> Ave S Seattle, WA 98134
<b>Component Supply Center / CSC</b> 12200 E Marginal Way S Seattle, WA 98168	<b>South Base</b> 12100 E Marginal Way S Seattle, WA 98168

3. King County Wastewater Treatment Division Locations:

<b>Location</b>
<b>KC WTD West Point</b> 1400 Utah St West M/S WPM-NR0100 Seattle, WA 98199
<b>King County West Offsite</b> 2501 W Jameson St, WPO-NR0100 Seattle, WA 98199
<b>KC WTD Renton Plant</b> 1520 SW Grady Way Renton, WA 98057
<b>KC Brightwater Treatment Plant</b> 22505 State Route 9 Woodinville, WA 98072

A. Delivery Location Additions and Deletions

The County reserves the right to add or delete delivery locations based on the existing Contract pricing "as needed" during the Contract term.

**SECTION 7 Bid Response**

**7.1 Rules of Price Evaluation**

Bids meeting all requirements of this ITB will be evaluated on price. Bids stating price in effect at the time of shipment will not be accepted.

Bidders are cautioned **not** to alter the specification, pricing information section, and the terms and conditions of this Invitation to Bid (ITB). **Any alteration may render a bid non-responsive.** This means **do not** include your normal quote sheet as it may have terms and conditions that conflict with this ITB rendering your bid non-responsive.

**7.2 Bidder's Contact Information**

**A. Primary Location**

Physical Address: 18425 72nd Avenue South, Kent, WA

Mailing Address: 18425 72nd Avenue South, Kent, WA

Name of Contact Person: Brett Arlt

Email: brett@emifp.com

Telephone No. (Local/Toll Free): 425-251-8766

Name of Emergency Contact Person: Brett Arlt

Include an "emergency" phone number for service required outside of the hours of operation stated below.

Emergency Telephone No. 206-892-8637

Email: brett@emifp.com

State hours and days of operation:

Hours: 7:30 a.m. to 4:30 p.m. Days: Monday to Friday

**B. Stocking and Warehouse Facility**

Indicate warehouse facility below if different than the information provided in subsection 6.2.

Name of contact person: Justin Rickert

Address: 18425 72nd Avenue South, Kent, WA 98032

Telephone No.: 425-251-8766

The Contractor shall attach a separate list of the location(s) of all facilities, if any, within the 20 mile radius specified in Subsection 6.2.D.1.a including the address, contact name(s), telephone number(s), and fax number(s) for each facility.

**7.3 Prompt Pay Discount**

Prompt payment discounts offered by Contractors shall be used to calculate the low bid provided the discount offered allows a minimum of 20 days for payment. The number of days is calculated from the date of acceptance of goods or services or from the date a complete invoice is date stamped as received by King County, whichever event occurs last, and the check/warrant date. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if:

- A. The date printed on the invoice is more than three days earlier than the invoice receipt date;
- B. The delay is caused awaiting a credit memo, invoice correction, adjustment or reissue;
- C. An invoice is received prior to receiving goods ordered.

Prompt pay discount offered 0 % - 10 Days, Net 30

**7.4 Pricing** *(See next page)*

In the event of a discrepancy between the unit price and the extended price, the unit price will prevail unless otherwise noted below. Estimated quantities do not constitute a guarantee of work and are used for bid evaluation purposes only. The unit price shall include all delivery costs including any and all packaging, and all other costs associated with completing each order. No additional costs of any kind may be added to the bid prices unless pre-approved by King County. **To be considered responsive, Bidders shall bid on all schedules as directed.**

**A. Schedule 1 – Air Filters**

Schedule 1 provides a representative list of the items to be purchased under this Contract. Other related items may also be purchased under this Contract—see Subsection 7.5.B Schedule 2. **To be considered responsive, Bidders shall bid on all items in Schedule 1 and complete all fields.**

Item No.	Est Annual Qty	UOM	Description	Unit Price	Extended Price
<b>ASHRAE Medium Efficiency Pre Filters, High Capacity Pleated Filter</b>					
1.	60	EA	12"x16"x1" Brand: _____ Model: _____ Part No: _____	\$	\$
2.	120	EA	12"x18"x1" hc plt (FMD) Brand: _____ Model: _____ Part No: _____	\$	\$
3.	60	EA	12"x24"x1" Brand: _____ Model: _____ Part No: _____	\$	\$

**7.4 Pricing (Revised)**

In the event of a discrepancy between the unit price and the extended price, the unit price will prevail unless otherwise noted below. Estimated quantities do not constitute a guarantee of work and are used for bid evaluation purposes only. The unit price shall include all delivery costs including any and all packaging, and all other costs associated with completing each order. No additional costs of any kind may be added to the bid prices unless pre-approved by King County. **To be considered responsive, Bidders shall bid on all schedules as directed.**

**A. Schedule 1 – Air Filters**

Schedule 1 provides a representative list of the items to be purchased under this Contract. Other related items may also be purchased under this Contract—see Subsection 7.5.B Schedule 2. **To be considered responsive, Bidders shall bid on all items in Schedule 1 and complete all fields.**

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
<b>ASHRAE Medium Efficiency Pre Filters, High Capacity Pleated Filter</b>					
1.	60	EA	12"x16"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.01199</u>	\$  3.13	\$  187.80
2.	120	EA	12"x18"x1" hc plt (FMD) Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.01299</u>	\$  3.14	\$  376.80
3.	60	EA	12"x24"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.011224</u>	\$  2.21	\$  132.60
4.	400	EA	14"x14"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.011414</u>	\$  1.86	\$  744.00
5.	60	EA	14"x16"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8</u> Part No: <u>80255.01299</u>	\$  3.14	\$  188.40

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
6.	200	EA	14"x18"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.01249</u>	\$ 3.14	\$ 628.00
7.	400	EA	15"x20"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.011320</u>	\$ 2.21	\$ 884.00
8.	85	EA	16"x16"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.011616</u>	\$ 2.25	\$ 191.25
9.	60	EA	16"x25"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.011625</u>	\$ 2.39	\$ 143.40
10.	75	EA	20"x20"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.012020</u>	\$ 2.38	\$ 178.50
11.	50	EA	20"x24"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.012024</u>	\$ 2.55	\$ 127.50
12.	180	EA	24"x24"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.012424</u>	\$ 2.84	\$ 511.20
13.	10	EA	25"x25"x1" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.012525</u>	\$ 3.21	\$ 32.10

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
14.	600	EA	12"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-021224</u>	\$ 2.18	\$ 1,308.00
15.	75	EA	14"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-021425</u>	\$ 2.78	\$ 208.50
16.	80	EA	15"x20"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-021520</u>	\$ 2.55	\$ 204.00
17.	60	EA	16"x16"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-02249</u>	\$ 4.83	\$ 289.80
18.	500	EA	16"x20"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-021620</u>	\$ 2.48	\$ 1,240.00
19.	520	EA	16"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-021625</u>	\$ 2.86	\$ 1,487.20
20.	200	EA	18"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-021824</u>	\$ 2.83	\$ 566.00
21.	25	EA	18"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255-021825</u>	\$ 3.16	\$ 79.00

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
22.	650	EA	20"x20"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-022020</u>	\$ 2.85	\$ 1,852.50
23.	200	EA	20"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-022024</u>	\$ 3.01	\$ 602.00
24.	500	EA	20"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-022025</u>	\$ 3.30	\$ 1,650.00
25.	3500	EA	24"x24"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-022424</u>	\$ 3.12	\$ 10,920.00
26.	15	EA	25"x25"x2" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-022525</u>	\$ 3.94	\$ 59.10
27.	225	EA	12"x24"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-041224</u>	\$ 4.29	\$ 965.25
28.	25	EA	16"x25"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-041625</u>	\$ 5.50	\$ 137.50
29.	20	EA	20"x20"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 4D MERV 8 HC</u> Part No: <u>80255-042020</u>	\$ 5.53	\$ 110.60

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
30.	35	EA	20"x24"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.042024</u>	\$  5.75	\$  201.25
31.	950	EA	24"x24"x4" Brand: <u>Flanders</u> Model: <u>Pre-Pleat 40 MERV 8 HC</u> Part No: <u>80255.042424</u>	\$  5.80	\$  5,510.00
<b>ASHRAE High Efficiency Final Filter</b>					
32.	75	EA	12"x24"x6" 65% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% w/hdr</u> Part No: <u>PRP65S2406H</u>	\$  25.43	\$  1,907.25
33.	10	EA	12"x24"x12" 65% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% w/hdr</u> Part No: <u>PRP65S2412H</u>	\$  30.04	\$  300.40
34.	20	EA	12"x24"x12" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP65S2412</u>	\$  28.44	\$  568.80
35.	10	EA	24"x24"x12" 65% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% w/hdr</u> Part No: <u>PRP65S4412H</u>	\$  38.93	\$  389.30
36.	30	EA	24"x24"x12" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP65S4412</u>	\$  37.56	\$  1,126.80

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
37.	5	EA	24"x24"x12" 85% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 85% w/hdr</u> Part No: <u>PRP85S4412H</u>	\$ 38.78	\$ 143.90
38.	5	EA	24"x24"x12" 85% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 85% box</u> Part No: <u>PRP85S4412</u>	\$ 37.35	\$ 186.75
39.	5	EA	24"x24"x6" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP65S4406</u>	\$ 27.74	\$ 138.70
40.	5	EA	12"x24"x6" 65% efficiency without header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 65% box</u> Part No: <u>PRP652406</u>	\$ 22.89	\$ 114.45
41.	11	EA	24"x24"x12" 95% efficiency with header, Brand: <u>Flanders</u> Model: <u>Rigid-Air 95% w/hdr</u> Part No: <u>PRP95S4412H</u>	\$ 40.81	\$ 448.91
<b>Polyester Disposable Panel Filters</b>					
42.	5	EA	10"x36"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.01399</u>	\$ 2.10	\$ 10.50
43.	5	EA	13"x14"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.01199</u>	\$ 1.81	\$ 9.05

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
44.	20	EA	16"x16"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.011616</u>	\$ .86	\$ 17.20
45.	5	EA	16"x24"x1" Brand: <u>Flanders</u> Model: <u>HD Industrial Grade Syn.</u> Part No: <u>11255.011624</u>	\$ .95	\$ 4.75
<b>Automatic Roll Filters</b>					
46.	3	EA	31-7/8" Auto Roll Brand: <u>Air Flow Technology</u> Model: <u>Continental Auto Roll</u> Part No: <u>05CT31</u>	\$ 111.49	\$ 334.47
47.	1	EA	43 7/8" Auto Roll Brand: <u>Air Flow Technology</u> Model: <u>Continental Auto Roll</u> Part No: <u>05CT43</u>	\$ 114.73	\$ 114.73
<b>Paint Booth Filters</b>					
48.	6	EA	30"x45" Paper Paint Arrestor Roll Research Products #3266 or Approved equal Brand: <u>Research Products</u> Model: <u>3266</u> Part No: <u>RP # 3266</u>	\$ 29.85	\$ 179.10
<b>Ring Panel Filters</b>					
49.	185	EA	20"x20"x1" , Three-Ply Brand: <u>Air Flow Technology</u> Model: <u>Series 66 3-ply MERV 8</u> Part No: <u>01662020</u>	\$ 3.16	\$ 584.60

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
50.	170	EA	20"x24"x1", Three-Ply Brand: <u>Air Flow Technology</u> Model: <u>Series 66 3-ply MERV 8</u> Part No: <u>01662024</u>	\$ 3.64	\$ 618.80
51.	240	EA	24"x24"x1", Three-Ply Brand: <u>Air Flow Technology</u> Model: <u>Series 66 3-ply MERV 8</u> Part No: <u>01662424</u>	\$ 3.77	\$ 904.80
52.	60	EA	20"x30"x1-3/4", Four-Ply Brand: <u>Air Filter Depot</u> Model: <u>MZI Plus S 4-ply</u> Part No: <u>mzipanel4-2030</u>	\$ 9.40	\$ 564.00
<b>Cube Filters</b>					
53.	75	EA	24"x24"x15", cube, 1 pocket Brand: <u>Columbus Industries</u> Model: <u>SureStop AM L-1000NT</u> Part No: <u>BG62424151</u>	\$ 10.84	\$ 813.00
<b>Bag Filters</b>					
54.	5	EA	12"x24"x22" 90-95% efficiency, 5 pocket Brand: <u>Flanders</u> Model: <u>Precision Pak 95% 5pkt</u> Part No: <u>PAP595S2422</u>	\$ 13.96	\$ 69.80
55.	160	EA	20"x24"x12" 90-95% efficiency, 8 pocket Brand: <u>Flanders</u> Model: <u>Precision Pak 95% 8pkt</u> Part No: <u>PAP8-695SCUST</u>	\$ 19.54	\$ 3,126.40
56.	40	EA	24"x24"x22" 90-95% efficiency, 10 pocket Brand: <u>Flanders</u> Model: <u>Precision Pak 95% 10pkt</u> Part No: <u>PAP1095S4422</u>	\$ 22.09	\$ 883.60

Item No.	Est. Annual Qty	UOM	Description	Unit Price	Extended Price
<b>Cut to Fit Filters</b>					
57.	110	EA	20"x20"x2" Brand: <u>Flanders</u> Model: <u>Permaire / Hog Hair</u> Part No: <u>HH202002</u>	\$ .01	\$ 1.10
<b>HEPA Filter</b>					
58.	25	EA	24"x24"x11 1/2" 99.9%, without header, galvanized Brand: <u>Engineered Filtration Syst.</u> Model: <u>LC HEPA Filter</u> Part No: <u>HEPA 24.24.12 LC</u>	\$ 155.00	\$ 3,875.00
<b>Schedule 1 Total</b>					<b>\$ 49,202.41</b>

**B. Schedule 2 – Other Related Items**

In the event of a discrepancy between the Discount Percent from Manufacturer's Suggested List Price (MSLP), the Discount Amount and the Extended Total, the Discount Percent from MSLP will prevail. The discount percentage offered for Other Related Items not specifically listed shall be consistent for all related product lines, product groups and supplies purchased under this contract. For bid evaluation purposes Bidders shall assume the following Estimated Annual Usage per year for Other Related Items.

Bidders shall state below the Discount Percent from MSLP (if any) from the Manufacturer's Suggested List Price (MSLP), if applicable, offered on Replacement Parts. The Discount Amount is calculated by multiplying the Estimated Annual Usage quantity times the Discount Percentage (if any). If no discount off is offered, enter 0% in the appropriate space. To calculate the Extended Total, subtract the Discount from the Estimated Annual Usage. Bids may be deemed non-responsive if Bidder fails to complete all of the fields listed below.

Item #	Estimated Annual Usage	Description	Disc % from MSLP	Discount Amount	Extended Total
1.	\$20,000.00	Other Related Items	80 %	\$ 16,000	\$ 4,000

**Total Bid Price (Schedules 1 + 2) \$ 53,202.41**

## 7.5 References

List the names and addresses of four (4) customers, preferably for whom the Bidder has provided will call and/or expedited delivery services for similar goods, preferably in Washington State, for a period not less than one (1) year. Include dates, contact persons and telephone numbers. Should any reference submitted by a bidder be found unsatisfactory, King County, at its sole option, may reject that Bidder's bid. King County shall be the sole judge in determining a satisfactory/unsatisfactory reference response. **References shall be submitted with bid.**

Company Name: <u>HASCO Inc.</u>	Company Name: <u>King County Facilities</u>
Company Address: <u>136 E. 6<sup>th</sup> Ave Anchorage Alaska</u>	Company Address: <u>416 Occidental Ave, Seattle, WA</u>
Company Phone: <u>907-272-8724</u>	Company Phone: <u>206-296-1865</u>
Contact Person: <u>Mike Connaker Sr.</u>	Contact Person: <u>Steve Farrell</u>
Dates: <u>2/1/2008 - present</u>	Dates: <u>2/1/2008 - present</u>
Company Name: <u>Snohomish County Fac.</u>	Company Name: <u>Northern Management</u>
Company Address: <u>3000 Rockefeller Ave Everett, WA</u>	Company Address: <u>915 2nd Ave., Seattle, WA</u>
Company Phone: <u>425-280-1639</u>	Company Phone: <u>206-883-0364</u>
Contact Person: <u>Jim Henson</u>	Contact Person: <u>David Monisci / Jim Glenn</u>
Dates: <u>2/1/2008 - present</u>	Dates: <u>4/1/2009 - present</u>

## 7.6 Buy America Submittal

Bidders shall submit the completed Buy America Certificate (located at the end of this ITB) with their bid submittal. The completed Buy America certificate will not be accepted after the bid due date.

### Bid Opening Label

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

URGENT – SEALED BID ENCLOSED	
Do Not Delay – Deliver Immediately	
U R G E N T	 King County
	King County Procurement & Contract Services Section Chinook Building, 3 <sup>rd</sup> FL CNK-ES-0340 401 Fifth Avenue Seattle, WA 98104
	Bid No. 1009-11-MZS
	Bid Title HVAC Air Filters and Related Items - Rebid
	Due Date 3/1/2011
	Vendor EMI Filtration Products
	URGENT



**BUY AMERICA CERTIFICATE  
Certificate of Compliance with Section 165(A)**

The vendor hereby certifies that it **Will** comply with the requirements of Section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, and the regulations in 49 CFR Part 661.

Signature: *Burt Ault* Date: 2/25/11  
 Title: Technical Sales  
 Company Name: FMI Filtration Products, Inc.

**OR**

**Certificate of Noncompliance with Section 165(a)**

The vendor hereby certifies that it cannot comply with the requirements of Section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, but it may qualify for an exception to the requirement pursuant to Section 165(b)(2) or (b)(4) of the Surface Transportation Assistance Act of 1982 and regulations in 49 CFR Part 661.7.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_

It is important to remember that this Bid is funded in part by the FEDERAL TRANSIT ADMINISTRATION (FTA). In accordance with FTA requirements, each vendor Shall complete this Attachment H and submit it to the County with and as a part of their Bid.

**Par. 661.5 GENERAL REQUIREMENTS FOR STEEL AND MANUFACTURED PRODUCTS.**

1. Except as provided in Part 661 no funds may be obligated by FTA for a grantee project unless all steel and manufactured products used in the project are produced in the United States.
2. All steel manufacturing processes must take place in United States, except metallurgical processes involving refine of steel additives.
3. The steel requirements apply to all steel items including, but not limited to, structural steel, running rail and contact rail.
4. For a manufactured product to be considered produced in the United States:
  - (a) All of the manufacturing processes for the product must take place in the United States; and
  - (b) All items or material used in the product must be of United States origin.